

TUITION REFUND

It is the policy of the Technology Center Board of Education that students who have paid tuition for adult programs be given full or partial refunds under conditions stated in established guidelines. This policy applies when a student officially withdraws from a full-time or short-term adult program or short-term multi-client classes prior to the specified time within the instructional period for which he/she has been charged and includes full or partial refund of tuition, fees, and other charges.

The term “withdrawal” shall mean written notification by a student of his/her intention to discontinue class attendance.

Procedures

The purpose of these procedures is to establish a set of guidelines for the refund of tuition to students who wish to withdraw from full-time or short-term adult courses.

General Guidelines

1. 100% of tuition and supply fees are refundable to the student if the technology center cancels the program.
2. A \$5.00 processing fee will be assessed for all refund requests on short-term courses. Under extenuating circumstances, the ACCD (Adult Career and Community Development) Coordinator may waive the fee.
3. A student eligible for a refund should expect a maximum of three weeks (15 working days) from the date of refund request approval to receipt of a refund check.
4. No refund is given for book purchases.
5. Nonattendance of classes does not constitute official withdrawal. The student must complete an official withdrawal form in order to be eligible for a refund.
6. A refund request will not be approved unless all financial obligations to the technology center have been met.
7. When a student is eligible for a refund, the amount of the refund may be credited toward enrollment in another technology center course.

Full-Time Programs

1. 100% of the tuition will be refunded if the student withdraws before classes start.
2. Full-time programs shall be refunded at:
 - A. 100% if a student drops on or before the tenth class meeting date.
 - B. No refund if a student drops after the tenth class meeting date.
3. Tuition will not be refunded for courses in which the student has earned a final grade.

Short-Term Adult

1. A 100% refund will be given if a student formally drops on or before the first class meeting date.
2. A \$5.00 processing fee will be assessed for all refund requests.
3. No refund will be given after the first class meeting date.