

RALPH R. WILLIS CAREER AND TECHNICAL CENTER REFUND POLICY

Effective January 2015

Eligible for Refund:

* **Refunds for Classes Canceled by Ralph R. Willis Career and Technical Center.** If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, Ralph R. Willis Career and Technical Center will refund 100% of the tuition and fees collected.

* **Refunds for Students Who Withdraw on or Before the First Day of Class.** A student may cancel an enrollment at any time before the commencement of a class and shall be entitled to a full refund of tuition and fees.

* **Refunds for Students Enrolled Prior to Visiting the Institution.**

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

* **Refunds for Withdrawal After Class Commences.**

Students who withdraw from their career technical programs qualify for a refund of tuition, and lab fees. Notice of withdrawal must be submitted to the records office. Tuition and lab fees will be adjusted on a percentage basis, based upon the scheduled number of course hours in the period of enrollment between the student's start date and last date of attendance as follows:

Career and Technical Courses:	½ course hours (540 hour period)
Licensed Practical Nursing:	½ course hours (675 hour period)
Student attended from start date thru 10%,	10% of course tuition will be charged.
After 10% thru 25% of program,	50% of tuition will be charged.
After 25 % of program has been attended until the end of the first 50% of the period,	25% refund will be allowed.
After 50 % of the program has been attended,	no refund of tuition will be allowed.

* Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines the student has withdrawn.

* Refunds will be issued for incorrect fee charges, classes that are closed due to low enrollment, or an administrative determination that the student is in the incorrect program.

* The seat fee for Licensed Practical Nursing is nonrefundable.

* Items charged to the student's account at the student's request, aside from charges for course tuition and lab fees are non-refundable. (books, equipment, test taken or certification fees for certifications earned)

* **Tuition paid by Title IV funding (Pell Grant) will be refunded to the grant according to the Title IV policy.**

In the event there is a tuition and lab fee refund due from the school in excess of the school's liability to the Federal Pell Grant Program, such a refund will be applied toward the satisfaction of a student's Federal Pell Grant liability, and then other sources of aid, before refunding directly to a student. Please be advised that students receiving financial aid may have to pay back funding for withdrawal from courses.

Warning: The Return of Title IV Federal Fund Policy requires that PELL funding be returned to the Department of Education on a percentage basis when the student withdraws from the school prior to completing 60% of each payment period. This policy may result in the student owing the Department of Education PELL funds, regardless of whether their liability to the school is satisfied or not. Students who withdraw and owe the Department of Education PELL funding are not eligible for further federal financial aid (at any institution) until they have repaid (or have made arrangements to repay) their liability to the Department of Education. This policy is different than the school refund policy. See "Return of Title IV Federal Fund Policy."

Note: Refunds, when due, are made without requiring a request from the student.