

Davis Technical College

Refund of Tuition and Fees Policy

Effective Date: 24 September 2021

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1. Purpose

The purpose of this policy is to define and outline the respective rights that all students of the Davis Technical College (College) have in receiving a refund of tuition and fees.

2. References

- 2.1. Council on Occupational Education Handbook of Accreditation
- 2.2. Council on Occupational Education Policies and Rules of the Commission

3. Definitions

- 3.1. **Open-Entry/Open-Exit Schedule** - A flexible program scheduling model in which students begin training at any time and leave when they have met their training objectives.
- 3.2. **Open-Entry/Defined-Exit Schedule** – A semi-flexible course scheduling model in which students begin a given course at any time and are given a calculated end date based on their schedule and start date.
- 3.3. **Defined-Entry/Defined-Exit Schedule**- A fixed course scheduling model in which a group of students begin training in a given course at a specified date and time and continue through a pre-defined exit date.
- 3.4. **Work-Based Activities** – Structured learning activities conducted in supervised work settings external to the institution or in a setting that involves the public that are components of programs (e.g., externships, clinical experiences, or similar activities). The objective is to provide students the opportunity to develop and apply “real world” work experience using the knowledge and skills attained in the program and to provide the College with objective input from potential employers or customers of program graduates.
- 3.5. **Work-Based Activity Schedule** - A method of scheduling under which a student is assigned a total number of hours to be completed in supervised work-based activities, on or off campus. Tuition is charged in advance for the total number of course hours.
- 3.6. **Continuing Occupational Education** – Courses offered by the Employer and Continuing Occupational Education department on a self-supporting, defined-entry/defined-exit basis outside of the normal College curriculum.
- 3.7. **Pass-through Fees** – Funds collected by the College on behalf of external organizations such as licensing fees or equipment rental costs.

4. Policy

4.1. Refunds for Students Who Withdraw on or Before the First Day of Class - If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, not more than \$100 of the tuition and fees will be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

4.2. Refunds for Classes or Programs Canceled by the Institution – If tuition and fees are collected in advance of the start date of a class or program and the institution cancels the class or program, 100% of the tuition and fees collected will be refunded. The refund shall be made within 45 days of the planned start date.

4.3. Refunds for Students Enrolled Prior to Visiting the Institution - Students who have not visited the College campus prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4.4. Refunds for Students Funded by Governmental Administered Funds – The College follows the laws, regulations, and/or policies of governmental agencies when returning student funding to those agencies.

4.5. Repayment Terms - Refunds, when due, shall be made within 45 calendar days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or from the date the institution terminates the students or determines withdrawal by the student. Refunds, when due, will be made without requiring a request from the student.

5. Procedures

5.1. Open-Entry/Open-Exit Scheduling - Students enrolling in open-entry/open-exit scheduling pay tuition and fees appropriate for the number of hours and program for which they enroll for the month.

5.2. Students who withdraw before the end of the month are not eligible for a refund for the balance of that month except as outlined below.

5.3. Refunds may be granted to students who have completed their training plan, are called to active military duty, have a documented family or medical emergency requiring more time off than is available under the Leave of Absence provisions of the attendance policy, or are called to fulfill an established religious obligation. Exceptions outside these may be granted by the Director of Student Services or a College Vice President or President.

5.4. Any remaining tuition balance for these programs will be retained by the institution as a credit to the student's account for a period of 45 calendar days from the date of withdrawal. Students should be encouraged to take advantage of these credits by re-enrolling to continue their studies. Funds remaining after 45 calendar days will be retained by the institution.

5.5. Retained funds will only be for the current month of enrollment. If a student has paid in advance for additional months, funds for any month beyond the month of withdrawal will be refunded in full.

5.6. In the event a student withdraws on the first day of the course, the College will retain no more than \$100 of the total amount paid by the student.

5.7. Defined-Entry/Defined-Exit Scheduling - Refunds for classes and programs that operate with a fixed beginning and ending date, and for which a flat tuition rate is charged in advance, will be made as follows: 100% of tuition and fees prior to beginning of class; 50% of tuition only after the beginning of class up to the point that 33% of the instruction has occurred, and 0% thereafter, with exceptions to be granted on a case-by-case basis by the Director of Student Services or a College Vice President or President.

5.7.1. In the event a student withdraws on the first day of the course, the College will retain no more than \$100 of the total amount paid by the student.

5.8. Open-Entry/Defined-Exit and Work-Based Activity Scheduling - Refunds for students who withdraw from classes that operate with an open-entry/defined-exit date or work-based activity scheduling, and for which a flat tuition and fee rate is charged in advance, will be granted one hundred percent (100%) refund of tuition and fees for fifteen (15) business days following the first course start date. No refund will be granted thereafter. One hundred percent (100%) refund of tuition and fees for courses following the first course will be provided for five (5) business days following the course start date. Exceptions may be granted by the Director of Student Services.

5.9. Continuing Occupational Education Courses - If a student is unable to attend a class, they must cancel four (4) business days prior to the start of class to receive a 100% refund. Students who do not cancel the class within four (4) business days will incur a 50% cancellation fee (not to exceed \$100).

5.9.1. Course fees will not be refunded after a course begins. No calls and no shows will receive no refund.

5.10. Exemption for Pass-through Fees – In the event that a student withdraws before the end of any type of course for which the College has collected pass-through fees, such fees may be refunded to the student provided that a) the fees are still in the possession of the College and have not been forwarded to the receiving agency and b) the College is not bound to forward the fees.