

**Refund Policy**

If the technical college cancels or closes a program, the student will receive a 100% refund of tuition and fees paid.

All full-time students withdrawing from a program during the first five days of enrollment or the first two days of enrollment for programs less than 250 hours, will receive a 100% refund of the tuition and lab fees paid provided all lab supplies are returned, with the exception of the nonrefundable application fee and certain Public Service Academy fees for nonreturnable items noted in their Student Handbook and/or Disclosure Fee Sheets. After these drop/add periods, there are no refunds.

Refunds, when due, are made without requiring a request from the student. 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 withdrawal by the student.

In accordance with the Council on Occupational Education requirements, students who have not visited the school facility prior to enrollment can withdraw within three days following either attendance at an orientation or a tour of the school facilities and receive a full refund of all tuition and fees paid.

**Refund Policy for Title IV Students**

When a Title IV eligible student chooses to withdraw from school, he/she must contact the financial aid office prior to his/her last date of attendance. For the purposes of return of the Title IV funds calculations, the last day of attendance is the official withdrawal date.

For any Title IV recipient terminating his/her program of study after entering the institution and before completing the program, a return of Title IV funds calculation will be performed to determine the amount that a student has earned and the amount that must be returned.

Examples of return of Title IV funds calculations are available in the financial aid office. The student is obligated for any tuition, fees, books, or equipment not covered by Title IV funds.