

**TUITION REFUND
POLICY**

It is the policy of the Board of Education of Tulsa Technology Center 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.

TUITION REFUND FOR FULL-TIME AND SHORT-TERM ADULT PROGRAMS

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 (II.) full-time, (III.) short-term adult, Business and Career Development (BCD) courses and international students.

These guidelines apply to a student who officially withdraws prior to or during the specified time within the instructional period for which he/she has been charged and includes the refund of tuition, fees, and other charges, except books.

SECTION I. GENERAL GUIDELINES APPLICABLE TO FULL-TIME, SHORT-TERM ADULT AND BUSINESS AND CAREER DEVELOPMENT (BCD) AS WELL AS INTERNATIONAL STUDENTS (unless otherwise stated)

- A. One hundred percent (100%) tuition and supply fees are refundable to the student if the school cancels the program.
- B. A \$10 processing fee will be assessed to all refund requests on short-term courses, except international students (see Section IV.), after the first class has met. Under extenuating circumstances, the campus director may waive the fee.
- C. A student eligible for a refund should expect a minimum of three weeks (15 working days) from the date of refund request approval to receipt of a refund check.
- D. No refund is given for book purchases.
- E. Nonattendance of classes does not constitute official withdrawal. The student must complete an official withdrawal form in order to be eligible for a refund.
- F. A refund request will not be approved unless all financial obligations to Tulsa Technology Center have been met.
- G. When a student is eligible for a refund, the amount of the refund may be credited toward enrollment in another TTC course.

SECTION II. REFUND GUIDELINES FOR COURSES IN FULL-TIME PROGRAMS

- A. One hundred percent (100%) of the tuition will be refunded if the student withdraws before classes start.
- B. Tuition for courses that are less than 100 hours in length shall be refunded in the same manner as short-term courses:
 - 1. A one hundred percent (100%) refund if a student formally drops on or before the third (3rd) class meeting date.
 - 2. No refund after the third (3rd) class meeting date.
- C. Courses that are 100 hours or more shall be refunded at:
 - 1. One hundred percent (100%) if a student drops on or before the 15th class meeting date.
 - 2. No refund if a student drops after the 15th class meeting date.
- D. Tuition will not be refunded for courses in which the student has earned a final grade.

SECTION III. REFUND GUIDELINES FOR SHORT-TERM ADULT AND BUSINESS AND CAREER DEVELOPMENT (BCD) COURSES

- A. One hundred percent (100%) refund will be given if a student formally drops on or before the third class.
- B. No refund will be given after the third (3rd) class meeting date.
- C. For classes meeting five or fewer days no refund will be given after the first class has met.

SECTION IV. REFUND GUIDELINES FOR TUITION REFUND FOR INTERNATIONAL STUDENTS

- A. Deadline for requesting a refund for a course or enrollment period is the end of the first day of the class session.
- B. A \$500 processing fee will be assessed to all refund requests, except in instances where the program is canceled by the school.