

**INTERNATIONAL STUDENT TUITION AND REFUNDS  
POLICY**

**I. PURPOSE**

The purpose of this policy is to authorize establishment of a tuition and refund schedule for international students attending long-term programs in the district.

**II. POLICY**

It is the policy of the Board of Education of Tulsa County Area Vocational-Technical School District No. 18 dba Tulsa Technology Center (Tulsa Tech) that the tuition cost for international students attending long-term programs reflect the cost of providing the program according to the Cost per Program Report published by the Oklahoma Department of Vo-Tech.

Furthermore, it is the policy of the Board of Education that international students who have paid tuition be given refunds under conditions stated in the procedures related to international student tuition and refunds.

International student enrollment is limited to long-term programs meeting at least 30 hours per week.

## **INTERNATIONAL STUDENT TUITION AND REFUNDS**

### **PROCEDURES**

The purpose of these procedures is to determine the tuition cost and refund procedures for international students attending long-term programs

#### **SECTION 1. GENERAL INFORMATION**

An international student is one who has entered the country on a temporary basis for the purpose of attending school. The student's entry into the country is regulated by the U.D. Department of Immigration and Naturalization Service (INS).

It is the school's responsibility to evaluate the prospective student's English proficiency and financial support. Once the prospective international student applicant has demonstrated satisfactory English proficiency and financial support, the school issues the INS form I-20M, allowing the prospective international student to enter the country and apply for admission to a long-term program at Tulsa Tech.

International students must meet the same admission standards required of all adult students. When the international student leaves school, he/she returns home.

#### **SECTION 2. DETERMINING THE ANNUAL TUITION COST FOR INTERNATIONAL STUDENTS**

The annual tuition cost for international students shall be calculated as follows:

A. Determine the Total Cost for Regular Programs

For FY 1993 the total cost for regular programs at Tulsa Tech was \$10,874,972.  
Source: FY 1993 Cost Per Program Report.

B. Determine the Number of Regular Full-Time Equivalency (FTE) Students

For FY 1993 the number of regular FTE students for Tulsa Tech was 1,702.  
Source: FY 1993 Cost Per Program Report.

C. Determine the Cost per Regular FTE Student

Divide the total cost by the FTE student count. For FY 1993, the cost was \$6,374.00.  
Source: FY 1993 Cost Per Program Report

**D. Determine the Tuition Cost for specific full-time program**

The tuition cost for all regular 9-month programs will be \$6,374.

The tuition per enrollment period for controlled-entry programs is as follows:

Practical Nursing – Cost per enrollment period of 518 hours is \$3,125. There are three enrollment periods in the program making the tuition cost for the entire program \$9,375.

Radiologic Technology – Cost per enrollment period of 490 hours is \$2,932. There are six enrollment periods in the program, making the tuition cost for the entire program \$17,592.

Surgical Technology - Cost per enrollment period of 587 hours is \$3,570. There are two enrollment periods in the program, making the tuition cost for the entire program \$7,140.

Welding/Machine Tool – Cost per enrollment period of 350 hours is \$2,125. There are three enrollment periods in the program, making the tuition cost for the entire program \$6,375.

Aviation Maintenance Technology – Cost per enrollment period is: General (336 hours) -\$2,040; Airframe (666hours) - \$4,043; Powerplant (666 hours) - \$4,043. The tuition cost for the entire program is \$12,166.

Tuition shall be paid in U.S. currency, and is payable prior to the student's beginning each period of enrollment.

**SECTION 3. ANNUAL UPDATING OF THE INTERNATIONAL STUDENT TUITION COST**

The information source used to determine the annual international student tuition cost is the Cost Per Program Report published by the Oklahoma Department of Vo-Tech.

The annual student tuition cost will be reviewed and updated every March for the following academic year. The most recent Cost per Program Report will be used in calculating the international student tuition cost.

**SECTION 4. TUITION REFUND FOR INTERNATIONAL STUDENTS**

- A. One hundred percent (100%) tuition and supply fees are refundable to the international student if the program is canceled by the school.
- B. Deadline for requesting a refund for a class or an enrollment period is the end of the first day of the class session.
- C. A \$500 processing fee will be assessed to all refund requests, except in instances where the program is canceled by the school.
- D. No refund is given for books purchased.
- E. Nonattendance of classes does not constitute official withdrawal. An official withdrawal form must be completed by the student 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. 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.