

## Ralph R. Willis Career & Technical Center Refund Policy

1. Seat deposits are non-refundable.
2. Items charged to the student's account at the student's request, aside from charges for course tuition and lab fees, are non-refundable. (ie, books\*, equipment, test and certification fees, uniform purchase, supplies and electronic devices)
3. Tuition and lab fees are charged by "period of enrollment". The "Period of Enrollment" for Practical Nursing is 450 hours (1350/3)\*\*
4. 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:\*\*\*
  - A. Students who do NOT begin class will NOT be charged for tuition and lab fees. Seat deposits paid PRIOR to the beginning of class are NOT refundable.
  - B. If a student withdraws from school after beginning classes but prior to the completion of:
    - a. 10% of the enrollment period, 10% of the tuition and lab fees for the period of enrollment will be charged;
    - b. From 10.01% through 25% of the enrollment period, 25% of the tuition and lab fees for the period of enrollment will be charged;
    - c. From 25.01% through 50% of the enrollment period, 50% of the tuition and lab fees for the enrollment period will be charged; and
    - d. After completion of 50% of the enrollment period, the student will be charged for the full tuition and lab fees for the enrollment period.
    - e. 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.

Refunds, when due, are made without requiring a request from the student. The student may request a refund at the time of withdrawal or termination. If the student does not request a refund, the center will process the refund within 15 business days. All refunds are processed within 15 business days of the time the student withdraws and notifies the business office. If a student misses 10 consecutive days and does not officially withdraw or make contact with the instructor, a refund will be processed if warranted. Students who pre-pay and decide to withdraw before class begins will be given a full refund. (Except for the \$100 seat fee in the Practical Nursing program).

Returns of Federal Aid will be accomplished within 45 days of the date the calculation is processed; refunds of credit balances due the student will be accomplished within 14 days of the date the calculation is processed.

Students receiving Federal Pell Grant and/or WV HEAPS/Workforce Development

Grant should be aware that special regulations apply to the amount of aid earned by a student through their attendance. The Return of Funds formula may require the return of unearned Federal Pell Grant and WV HEAPS/Workforce Development Grant resulting in a balance due to the school. Returns of Federal Aid will be accomplished within 45 days of the date the calculation is processed; refunds of credit balances due

the student will be accomplished with 14 days of the date the calculation is processed.

- \* If a student FORMALLY withdraws from class within 2 weeks of the student's initial starting date, the student may submit a REQUEST to return unopened, unused text books that were purchased from the school; the cost of any books ACCEPTED for return through this process will be deducted from the student's book charges during the Refund/Cancellation process.

- \*\* The period of enrollment for students who withdraw from class and subsequently re-enter the program with credit will be the number of contracted hours.

- \*\*\* There is NO refund for students who have re-entered the program with credit. The tuition and lab fees for such students are due and payable immediately upon their re-entry into the program.