

## INSTITUTIONAL REFUND POLICY

Policy: It is the policy of CCCTC Practical Nursing Program to apply a fair and equitable settlement for students who cancel or withdraw from enrollment. For students who withdraw or cancel the enrollment in writing on or before the first day of class, the school will retain a \$100.00 administrative fee and a \$15.00 liability fee. Cancellation date will be determined by postmark or by date notification is delivered in person. For students who enroll and begin classes, but withdraw prior to completion of classes, **the school will refund non-Title IV funds based on the payment period using the following schedule:**

School retains 25% if student withdraws within 1 to 4 weeks.

School retains 50% if student withdraws within 5 to 8 weeks.

School retains 75% if student withdraws within 9 to 12 weeks.

School retains 100% if student withdraws within 13 to 16 weeks.

**The last day of attendance will be used to determine the student refund utilizing both Title IV refund guidelines and the school refund guidelines.** The last day of attendance is determined by the date the student submits in writing to the school his/her withdrawal. In the absence of a written withdrawal, the last day of attendance will be used or the date of termination by the school. In the case of a student not returning from a leave of absence, the date of termination will be the earlier of the date the leave ends or the date the student notifies the school that he/she will not be returning.

Refunds due the student will be disbursed within 45 days of last day of attendance as defined above.

This refund applies to tuition and fees. Other miscellaneous charges the student may have incurred will be calculated separately.

Specific guidelines for scholarship monies will be followed and may require that the student return 100% of the funding.

For TITLE IV funds see the "Return of Title IV Funds" policy.

Students/Parents have the right to appeal the refund process if individual circumstances warrant exceptions to the approved policy.

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