

CV-TEC ADULT EDUCATION PAYMENT/REFUND AND WITHDRAWAL POLICY

The Director of CV-TEC is hereby authorized to establish an adult education program and/or adult education course for the educational, career and recreational needs of the community. The Director is authorized to establish tuition and fees and available slots in accordance with applicable law and regulation.

All adult CV-TEC students must complete the "Adult Acceptance Form" prior to admission and complete the "Adult Student Tuition & Fees Payment Agreement" indicating how the education will be funded. Tuition for CV-TEC Career & Technical Education (CTE) Programs should be paid in advance to cover the entire instructional program. Two payments may be made with advance permission with 50% due before the 1st day of classes and the remaining 50% due at the mid-point of instruction. Full payment for short-term adult and community education courses must be paid at the time of registration. Adult students who are enrolled in a CV-TEC Adult Education program and/or adult education course are entitled to a refund of tuition according to the following schedules when a request to withdraw is made in writing.

Refunds are calculated based upon date of receipt of written withdrawal request. A withdrawal form may be obtained in the Student Services Office.

Adults in CV-TEC Career & Technical Education (CTE) Programs

CV-TEC Career & Technical Education (CTE) Programs are programs that run September through June, follow the CVES school calendar, occur during regularly scheduled school days, and co-enroll high school students. The CV-TEC Licensed Practical Nurse (LPN) Program is also considered a CV-TEC Career & Technical Education (CTE) Program.

- Students are responsible for all payments based on the "Adult Student Tuition and Fees Payment Agreement."
 - *I agree to pay my tuition and fees according to my selected plan. I further agree that although I may have applied for alternative funding, I am ultimately responsible for all tuition and fees incurred. By not submitting timely payments, I will be terminated from the program and not allowed to graduate. Records will not be released until all accounts are paid in full. I have also read, understand and agree to the Adult Student Tuition and Fees Payment Agreement.*
- Acceptance into some programs may incur a non-refundable deposit. This deposit is credited against the outstanding balance if a student enrolls.

Refund Policy for Career & Technical Education (CTE) Programs:

- Refunds are based upon yearly tuition regardless of chosen payment plan.
- Refunds will not be made for any fees other than tuition.
- Discontinuation by a funding agency must be in writing.
- Refunds will be issued within 45 days of written notification.

CV-TEC Career & Technical Education (CTE) Programs Refunds will be calculated based on the following schedule:

	<u>Refund Percentage</u>
Withdrawal prior to or on the first day of class:	100%
Withdrawal through the first 10% of instructional days	90%
Withdrawal between 10% - 25% of instructional days	50%
Withdrawal between 25% - 50% of instructional days	25%
Withdrawal after 50% of instructional days	0%

*NOTE: For students entering Career & Technical Education (CTE) Programs part way through the school year, the refund is based upon the percentage of school days from the date of entry until the withdrawal date against the number of school days from the date of entry through the end of the school year.

Adult Students Receiving Title IV Funding

Adult students receiving Title IV Federal Funding will be obligated to comply with all applicable federal policies.

Short Term Adult Courses and Community Education Courses

Short Term Adult Courses and Community Education Courses are courses that vary widely in length, are frequently offered during the afternoon/evening, and provide adult students with specific skill sets that can be acquired in a relatively short amount of time (e.g.: 152 hour CNA course, 60 hour CDL course, 48 hour Welding course, etc.).

- Full tuition is payable at the time of registration.
- A full refund will be made if classes are cancelled or closed out.
- No refund will be made after the first scheduled class has been conducted.
- Refunds will be issued within 45 days of notification.

Business and Industry Training Courses

After a Business and Industry Training contract is signed the following policies will apply: Cancellation by the business partner before the course actually begins will incur a 10% administrative charge for set up and curriculum development. After the program begins all contractual charges must be paid in full regardless of student attendance.

Adopted August 21, 2019