

## TUITION CHARGES IN THE EVENT OF WITHDRAW/DISMISSAL

*All Programs: If a student withdraws before the first class meeting, no tuition will be charged.*

*After the start of any class, a \$25.00 administrative fee is nonrefundable. The following policy is in effect after the \$25.00 has been charged.*

### **For Programs 600 hours or more:**

1. Zero charges prior to the first class meeting.
2. After the start of class, the \$25.00 administrative fee is nonrefundable. The following policy is in effect after the \$25.00 has been charged.
3. Students may be entitled to a partial refund of tuition amount charged and/or paid.
4. If student withdraws after enrolling in class based on the number of class hours attended as per the following schedule:

<b><i>Time Attended</i></b>	<b><i>Amount Charged (varies by program cost)</i></b>
<i>1<sup>st</sup> to 3<sup>rd</sup> Day of Billing period</i>	<i>Per hour fee per program</i>
<i>4<sup>th</sup> Day of Billing period to 30 class hours</i>	<i>25% of tuition for period, plus 100% of books, supplies and fees</i>
<i>31-60 Class Hours</i>	<i>50% of tuition for period, plus 100% of books, supplies and fees</i>
<i>61-90 Class Hours</i>	<i>75% of tuition for period, plus 100% of books, supplies and fees</i>
<i>Over 90 Class Hours</i>	<i>100% of tuition for period, plus 100% of books, supplies and fees</i>

5. Books and/or supplies may be returned for credit if unused, unopened, per approval of the Program coordinator.
6. If a balance remains on the student account, the student is required to pay in full.

### **For Programs 26 to 599 Hours:**

1. Zero charges prior to the first class meeting.
2. After the start of class, the \$25.00 administrative fee is nonrefundable. The following policy is in effect after the \$25.00 has been charged.
3. Students may be entitled to a partial refund of tuition amount charged and/or paid.

<b><i>Time Attended</i></b>	<b><i>Amount Charged (varies by program cost)</i></b>
<i>1<sup>st</sup> to 3<sup>rd</sup> day of class</i>	<i>Per hour fee per program</i>
<i>4<sup>th</sup> Day of class and beyond</i>	<i>100% of tuition for period, plus 100% of books, supplies and fees</i>

4. Books and/or supplies may be returned for credit if unused, unopened, per approval of the Program coordinator.
5. If a balance remains on the student account, the student is required to pay in full.

**For Programs Under 25 Hours:**

1. Zero charges prior to the first class meeting.
2. After the start of class, the \$25.00 administrative fee is nonrefundable. The following policy is in effect after the \$25.00 has been charged.

<b><i>Time Attended</i></b>	<b><i>Amount Charged Per Course</i></b>
<i>Any Hour(s) of the class</i>	<i>100% of tuition for hours of class/program, plus 100% of books, supplies and fees</i>

3. Books and/or supplies may be returned for credit if unused, unopened, per approval of the program coordinator.
4. If a balance remains on the student account, the student is required to pay in full.

**Note:** Policy to become effective with any new class/program beginning on or after January 1, 2013.