

## Marion Technical College Refund Policy

Marion Technical College has fair and equitable procedures for the refund of tuition, fees, and other charges uniformly administered and published in the MTC catalog. These procedures comply with the guidelines published by the Council on Occupational Education (COE) and Federal Title IV regulations. All refunds shall be accounted for and audit trails maintained in accordance with Chapter 8 of the Financial and Program Cost Accounting and reporting for Florida Schools (AKA – Red Book). Refunds, when due, will be made without requiring a request from a student and will be processed within 45 days; students with VA Education Benefits will be processed in 40 days.

1. Refunds for Classes Cancelled by the Institution:
    - A. Tuition and fees collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.
  2. Refunds for Students Who Withdraw on or Before the First Day of Class:
    - A. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdrawals on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution.
  3. Refunds for Students Enrolled Prior to Visiting the Institution:
    - A. Students who have not visited the school facility prior to enrollment will have the opportunity to withdrawal without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
  4. Refunds for Withdrawal After Class Commences:
    - A. Tuition refunds for students enrolled in CCP programs of 600 hours or greater are as follows:
      1. If a student withdrawals during the first five (5) days of class – 100% of tuition and lab fees.
      2. If a student withdrawals after the fifth day of class – NO refund
    - B. Tuition refunds for students enrolled in CCP programs of less than 599 or less hours are as follows:
      1. If a student withdrawals during the first three (3) days of class – 100% of tuition and lab fees.
      2. If a student withdrawals after the third day of class – NO refund
  5. Refunds for Students Enrolled in Continuing Workforce Education, Community Enrichment Classes or Limited Contract Classes:
    - A. All fees are non-refundable for courses related to continuing Workforce Education (CWE), Community Enrichment Classes or Limited Contract Classes.
  6. Students Administratively Dismissed:
    - A. Students administratively dismissed will not be eligible for a refund.
  7. Students who pay fees but are entitled to a waiver, voucher or agency payment shall be entitled to a refund of fees only if required evidences are presented to the school or his/her designee within fifteen (15) school days of the beginning of a term.
- Additional Refund Policies:
- A \$50 Processing fee will be charged except for an administratively cancelled class.
  - No refund on books, supplies, insurance, fingerprinting or testing fees.
  - Registration fees are non-refundable
  - No refund will be given for fees used to purchase required program professional liability

insurance.

- No refunds will be made until ALL financial obligations have been cleared.
- If student tuition has been paid by MTC FA or a sponsoring agency, the refund due will be returned to the MTC FA fund or the agency that sponsored the student. Students are responsible for any resulting unpaid tuition and fees.
- When a student withdraws and is due a refund, the refund will be processed within 45 days. No funds will be held for future use.
- Payments made by credit card will be refunded to the same credit card used for payment. Cash payments will be refunded by school district check made payable and mailed to name listed on the original receipt.
- Official transcripts will be held until ALL debts owed to the school are paid.
- Students who feel they have been treated unfairly in the application of these procedures or its rules may appeal using the student grievance procedure as presented in the Student Handbook.
- AGE/ESOL –No refunds after the third scheduled day of class.