

## **Marion Technical College Refund Procedures**

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 Programs/Class/Courses 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 the Term:
  - A. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of class, no more than \$100 of the tuition and fees may be retained by the institution.
3. Refunds for Withdrawal After Term Commences:
  - A. Tuition refunds for students enrolled in CCP programs of 600 hours or greater are as follows:
    1. If a student withdraws during the first five (5) days of the term – 100% of tuition and lab fees will be refunded.
    2. If a student withdraws after the fifth day of the term – there will be no refund.
  - B. Tuition refunds for students enrolled in CCP programs of 599 hours or less are as follows:
    1. If a student withdraws during the first three (3) days of the term – 100% of tuition and lab fees will be refunded.
    2. If a student withdraws after the third day of the term – there will be no refund.
4. 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.
5. Students Administratively Dismissed:
  - A. Students administratively dismissed will not be eligible for a refund.
6. Waiver, Voucher and Agency Payment:
  - a. 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 evidence is presented to the school within fifteen (15) school days of the beginning of a term.

### Additional Refund Procedures:

- \$50 processing fee will be charged except for an administratively cancelled Program.
- No refunds on books, supplies, insurance, fingerprinting, or testing fees if received by student or organization.
- Application fees are non-refundable.
- No refund will be given for fees used to purchase required program professional liability/accident insurance.
- No refunds will be made until ALL financial obligations have been verified by appropriate personnel.
- If student tuition has been paid by the MTC Financial Aid fund or a sponsoring agency, the refund will be returned to the MTC Financial Aid fund or the agency that sponsored the student. Students are

- responsible for any unpaid tuition and fees.
- When a student withdraws and is due a refund, the refund will be processed within 45 days; students with VA Education Benefits will be processed in 40 days. No funds will be held for future use.
  - Payments made by credit/debit card will be refunded to the same credit/debit card used for payment. Convenience fees will not be refunded on credit/debit card transactions unless the class is Administratively cancelled. Cash/check payments will be refunded by a school district check. The check will be made payable and mailed to the name 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 may appeal using the student grievance procedure as presented in the Student Handbook.
  - AGE/ESOL –No refunds after the third scheduled day of class.

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Date

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Signature

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Print Name