

# MEMORANDUM

February 28, 2017

**TO:** Adult Education Center Principals  
Technical College Principals  
Specialized Center Principal

**FROM:**   
Robert G. Gornto, Assistant Superintendent  
School Operations

**SUBJECT: NEW DISTRICT REFUND POLICY FOR ADULT, POSTSECONDARY CAREER/TECHNICAL EDUCATION PROGRAMS – REVISED**

The new District refund policy for Adult, Postsecondary Career/Technical Education programs will become effective at the start of the 2016-3 trimester. When implementing the new refund policy, it is imperative that all stakeholders be informed in a timely and consistent manner. School site personnel must post the new refund policy no later than Wednesday, March 1, 2017, on their respective websites, social media and student handbooks. Schools are encouraged to communicate the change in the refund policy utilizing the school's public announcement system, Connect-Ed messages and other mediums of communication.

The following are both the extended and abbreviated versions of the new refund policy that must be used:

## EXTENDED REFUND POLICY

- Students will be eligible for a full refund of Adult, Postsecondary Career/Technical Education tuition, test fees and insurance fees if withdrawn within 5 days of the beginning of the class start date or the student registration date, whichever is later.
- Adult General Education (AGE) fees, ID fees, lab fees, AGE test and application fees are non-refundable after class starts, unless the course is cancelled.
- The five (5) days shall not apply to CTE courses less than three (3) weeks or ninety (90) hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than two (2) days.
- A student is entitled to a full refund of fees if a course is cancelled by the school principal or designee, provided that the student was not reported for membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees in excess of the State requirement shall be refunded.
- Refunds when due, can be made without requiring a request from a student. The school must forward an **Application for Refund by Check/Credit** (Form-2057, Rev. 08-14) to the student and it must be completed and approved for all eligible refunds. A request for refund must be made within forty-five days of the withdrawal date.
- Students withdrawn for disciplinary reasons pursuant to the Adult Student Code of Conduct are not entitled to a refund of any tuition and fees.

- Students who paid fees but were entitled to a waiver, voucher or agency payment shall be entitled to a refund of those fees paid only if required evidence of said waiver, voucher or agency payment is presented to the school within 15 school days of the beginning of the term.
- In cases of unusual or extraordinary circumstances (such as illness, death in family, etc.) that preclude a student's enrollment, the school principal/designee may honor a request for full or partial refund of fees provided that:
  - the request is made in writing prior to the end of the course;
  - supporting documentation (where appropriate) must be provided; and
  - if the refund results in a failure to satisfy State fee requirements, the student shall not be reported for membership during the Workforce Education Fund survey period in the course for which the refund was given.
- Students who receive Title IV (Pell Grant) funds and withdraw from their program, will receive a refund based on the Federal post-withdrawal calculation formula. For additional information, contact the Financial Aid office.
- If student fees are subsidized by an agency and the student withdraws, that agency is eligible for a refund only if student attendance is less than 50 percent of the scheduled hours and if the request is made in writing.

**ABBREVIATED REFUND POLICY – TO BE POSTED**

- Students will be eligible for Postsecondary Career/Technical Education refunds within 5 days of the beginning of the class start date or registration date, whichever is later.
- An ***Application for Refund by Check/Credit*** (Form 2057, Rev. 08-14) must be completed.
- AGE fees, ID fees and lab fees are **non-refundable**. Cash payments are refunded by internal funds checks.
- Credit Card refunds will only be applied to the credit card used for payment.
- Visit our web page for the full refund policy.

Should you have any questions or require assistance, please feel free to contact Ms. LaTosha T. Styles, Supervisor, Vocational Fiscal Services, Adult and Community Education, at 305 995-1827.

RGG:dlv  
M072

cc: Mrs. Valtena G. Brown  
Mr. Luis E. Diaz  
Dr. Reginald H. Johnson  
Mr. René Mantilla  
Ms. LaTosha T. Styles