

NUMBER: 606

SUBJECT: WITHDRAWALS, REFUNDS, AND RETURNS – TUITION, FEES, AND OTHER CHARGES

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JULY 1, 2009; JANUARY 24, 2011; NOVEMBER 23, 2015;
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606.1 – PURPOSE

Programs and courses are designed to simulate an actual work experience to ensure student success in their chosen career path. Part of that experience is learning personal responsibility by students. This policy, by design, requires students to take responsibility for their individual financial decisions while attending. Students are responsible to budget all of their financial resources, including and especially any Title IV aid, to ensure that tuition, fees, and other charges they generate (or have generated on their behalf) are paid for promptly by either the student or by some other source.

606.1.1 – TITLE IV AID (PELL GRANT)

In addition to the information provided here, Title IV aid (Pell Grant) recipients may be subject to the Withdrawal and the Return of Title IV Funds policy found in Section 700. While this policy (606) may determine the charges the student will be responsible for after withdrawing, it will not affect the amount of Title IV aid the student has earned under the Title IV return calculation. Please review Policy 700.732 Withdrawal and the Return of Title IV Funds carefully to fully understand how any Title IV aid a student is scheduled to receive may be impacted by withdrawal from the college.

606.2 – POLICY

Bridgerland Technical College's (BTECH) refund policy will comply with the Utah System of Technical Colleges (UTECH) refund policy and the requirements of the Council on Occupational Education. This policy is to treat all students in a fair and equitable manner in assessing tuition, fees, and other institution charges and in return (repayment) of unearned tuition, fees, and other institution charges to students in a timely manner.

606.2.1 – CERTIFICATE-SEEKING PROGRAMS

Students enrolling in certificate-seeking programs are charged only for the number of hours for which they register. Tuition, fees, and other institution charges are considered "earned" by the College when the charges are generated and are no longer eligible for a refund. Charges will be posted to the student's Accounts Receivable account (Subsidiary 11) when generated. Students in certificate-seeking programs should consult with their respective instructor(s) to register for the appropriate course(s) in the program.

A payment plan may be established for student convenience. This plan represents a contract equal to the total estimated cost to enroll in and complete the students' chosen program of enrollment with expected monthly payments. The amount is based on an estimated cost for tuition and fees and generally does not include the cost of any textbooks or other educational supplies or materials. Students may instead choose the "pay as you go" option.

Students who withdraw from a certificate program on or before the 10th day following the entry date into the program are entitled to 100 percent refund of tuition and fees charged and thereafter are entitled to no refund.

Exceptions to the 10th calendar day rule will be considered in situations of extraordinary circumstances on a case-by-case basis as a means of correcting registration mistakes. Refunds will be processed to the respective student's Accounts Receivable account (Subsidiary 11) when approved.

Return (repayment) of unearned revenue to the student (with a credit balance in their respective Accounts Receivable account(s)) will be processed within 45 days, (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminates or determines withdrawal by the student.

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606.2.2 – SHORT-TERM COURSES

Return (repayment) of unearned revenue for short-term classes will be made as follows: 100 percent will be refunded for withdrawal within five working days from the first scheduled class, and none thereafter. An exception exists for courses whose lengths are less than five days; 100 percent will be refunded prior to the beginning of the first class period, and none thereafter. Exceptions may be granted on a case-by-case basis by campus officials.

Note: Refund (repayment) checks may take two to three weeks for processing.

606.2.3 – REFUNDS FOR STUDENTS WHO WITHDRAW ON OR BEFORE THE FIRST DAY OF CLASS

Return (repayment) of unearned revenue for students who withdraw on or before the first day of class will be handled in accordance with policy above. Repayments, when applicable, for a student who does not begin classes shall be made within 45 days of the class start date and not more than \$100 in tuition and fees for a student who withdraws on or before the first day of class will be retained by the institution.

606.2.4 – REFUNDS FOR CLASSES OR PROGRAMS CANCELLED BY THE INSTITUTION

One hundred percent of the tuition and fees collected in advance of the start date of a class or program will be refunded (with a credit to the student's Accounts Receivable account, if applicable) immediately upon class/program cancellation and a return (repayment) of a credit balance will be processed within 45 days of the planned start date if the class (or program) is cancelled by the institution.

606.2.5 – REFUNDS FOR STUDENTS ENROLLED PRIOR TO VISITING THE INSTITUTION

Students who have not visited the campus prior to enrollment will have the opportunity to withdraw without penalty within three days following attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

606.2.6 EXCEPTION GUIDELINES FOR CASE-BY-CASE EXCEPTIONS

In instances where students enroll in courses and/or programs as described in 606.2.1, 606.2.2 above, campus officials will regularly provide an exception to the standard refund policy for students who have only attended the first and/or second class period and then withdraw from the class. In this circumstance, it would be considered appropriate to refund the full 100 percent, or a prorated amount, depending on the facts and circumstances surrounding the individual request.

606.3 – CHARGES, REFUNDS, AND RETURNS, INCLUDING TITLE IV FUNDS

Tuition, fees, and other charges are posted to the student Accounts Receivable account when generated and become the responsibility of the student. Students receiving Title IV aid funds may choose whether to have Title IV aid funds disbursed directly to them or have it applied to his or her student's Accounts Receivable account. All students are responsible to pay any and all charges correctly posted to his/her Accounts Receivable account through whatever means or sources of income available to the student, including, but not limited to, personal resources, Title IV aid, scholarships, veteran benefits, or others. By enrolling and registering for courses, the student accepts full responsibility for payment of all charges.

At the time of withdrawal, the correctly adjusted student account balance will be returned (repaid) to the student or collected from

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the student depending on whether the account has a credit or debit balance. In addition, Title IV funds previously disbursed to the student that are determined to be “unearned” will be added to the student’s Accounts Receivable balance and will be returned to, or collected from, the student based on the account balance. Repayments, when due, will be made to students within 45 days, (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminates or determines withdrawal by the student.

606.4 – STUDENT WITHDRAWAL – WHEN A STUDENT IS CONSIDERED WITHDRAWN

When a student ceases attendance (drops or withdraws) from all his/her courses, the student is considered a “withdrawal” from the College.

A student is considered to have withdrawn, and a withdrawal date will be recorded in the Student Information System for reasons including:

- The student officially withdraws from the college
- The student unofficially withdraws self from all courses
- The student completes graduation requirements
- The student provides notification of intent to withdraw
- The student fails to return from an approved Leave of Absence
- The student has ten consecutive school days without attending any Title IV eligible courses
- The student is suspended or violates terms of probationary contract

606.5 – WITHDRAWAL PROCEDURES

When a Student Officially Withdraws from the College:

Prior to officially withdrawing, students should consult with the College’s Student Service’s Office **and** – for students receiving Title IV funds, the Financial Aid Office, to learn the financial consequences associated with “withdrawal.” Official Notice of withdrawal must be communicated to the Student Service’s Office at the time of the withdrawal.

Student Services and Accounting Offices:

Upon request by the student who is considering withdrawal, the Student Service’s Office along with the Accounting Office will analyze the student’s Accounts Receivable accounts and make an analysis of the earned and unearned charges in the respective accounts, including any Title IV overpayment or post withdrawal disbursement as determined by the Financial Aid Office. In addition, the Student Service’s Office will provide the student an estimate of how much will be owed by the student to the College or how much will be available for refund to the student, net of any unearned scholarship amounts and unearned charges.

The student’s Accounts Receivable account balance and associated transaction details are available on the student portal. The College recommends that students pay careful attention to the charges, payments, scholarships, and other transactions posted to their student account on a regular basis so that potential mistakes, incorrect charges, or missing payments can be quickly identified and resolved.