

NUMBER: 606

SUBJECT: TUITION, FEES AND OTHER CHARGES – REFUND POLICY – RETURN OF UNEARNED 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 in an effort to ensure student success in their chosen career path. Part of that experience is learning personal responsibility by students. The College charges and refund 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 in a timely manner by either the student or by some other source.

### ***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 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.

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

Exceptions to the 10<sup>th</sup> 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) upon the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates or discovers withdrawal by the student.

#### ***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

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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 – INTERACTION OR RELATIONSHIP BETWEEN CHARGES/REFUNDS AND 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. Title IV Federal Financial Aid funds are disbursed to the student directly; not to the student's Accounts Receivable account. The student is 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, 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 (repayment) to the student or collected from 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 of the (1) last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates or discovers withdrawal by the student.

#### **606.4 – RETURN OF TITLE IV FUNDS**

The Return of Title IV Funds requires the College to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student, in the case of a clock-hour program, was scheduled to be in attendance. Up through the 60 percent point of the payment period (or period of enrollment) in which the student withdraws, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.

Once more than 60 percent of the payment period (or period of enrollment) has been completed, a student has earned 100 percent of the Title IV funds he or she was scheduled to receive during that period.

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For a student who withdraws after the 60 percent point-in-time, there are no unearned Title IV funds. The College's Financial Aid Office must still determine if the student is eligible for a post-withdrawal disbursement (PWD).

While this policy will determine the charges a student will be responsible for after withdrawing, it will not affect the amount of Title IV Aid the student has earned under the "return" calculation.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that he/she were originally scheduled to receive.

If a recipient of Title IV grant withdraws after beginning attendance, the amount of Title IV grant assistance earned by the student must be determined by the Financial Aid Office. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned by the student to the College. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she may be eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

#### **606.4.1 – STUDENT WITHDRAWAL – WHEN A STUDENT IS CONSIDERED WITHDRAWN**

When a student ceases attendance (drops or withdraws) from **all** his/her Title IV eligible courses in a payment period or period of enrollment, the student must be considered a "withdrawal" for Title IV purposes and will also be considered a "withdrawal" from the College.

A student is considered to have withdrawn from a payment period or period of enrollment if:

- In the case of a program that is measured in clock hours, the student does not complete all of the clock hours and weeks of instructional time in the payment period (or period of enrollment) that he/she was scheduled to complete (unless the student is on an approved Leave of Absence).
- A student has ten consecutive school days without attending any Title IV eligible course.

#### **606.5 – 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** 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 Service's Office:

Upon request by the student who is considering withdrawal, the Student Service's Office will analyze the student's Accounts Receivable accounts and make an analysis of the earned and unearned charges in the respective accounts. 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.

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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.

Financial Aid Office:

Upon request by the student, the Financial Aid Office will provide the student with an estimate of how much federal student aid he/she will retain (or may receive) as a "post withdrawal disbursement" and, conversely, how much he/she may have to pay upon withdrawal.

Upon actual withdrawal, a post withdrawal disbursement, if applicable, will be prepared and available for the student at the Student Service's Office. However, any remaining or unpaid charges on the student's Accounts Receivable account(s) will be collected from the student at the time the post withdrawal disbursement check is picked up by the student. Additional amounts due, if any, will be immediately due and payable to the College. Additional amounts owed to the student, if any, will be returned to him/her in accordance with the College's refund policies.