

VENTURA ADULT AND CONTINUING EDUCATION/ TECHNOLOGY DEVELOPMENT CENTER INSTITUTIONAL REFUND POLICY

Policy and Procedures

Ventura Adult and Continuing Education's Institutional Refund Policy, as outlined below, applies to all students enrolled at the TDC who withdraw and cease to be enrolled in a program. The Institutional Refund Policy determines the amount of institutional charges the student has incurred at the time of withdrawal.

Refunds for Classes Canceled by the Institution:

If tuition and fees are collected in advance of the start date of a class, and Ventura Adult and Continuing Education (VACE) cancels the class, 100% of the tuition and fees will be refunded within 45 days of the cancellation.

Refunds for Students Who Withdraw On or Before the First Day of Class:

If tuition and fees are collected in advance of the start date of a class, and the student does not begin the class or withdraws on the first day of class, a full refund shall be made within 45 days of the class start date.

Refunds for Withdrawal After Classes Commence:

If a student withdraws from a VACE/TDC Program:

- During the first 25% of the SCHEDULED HOURS, the institution shall refund 75% of the tuition;
- After the first 25% and until the end of the first 50% of the SCHEDULED HOURS, the institution shall refund 50% of the tuition;
- After the first 50% of the SCHEDULED HOURS, the institution will retain all of the tuition.

The refund policy applies to tuition fees only. When a student withdraws from VACE/TDC, additional fees, books, and supplies are not prorated. However, if the books are unused, determined to be in "new" condition and returned within 10 days after withdrawal, the charges are credited to the student's financial aid account.

Refunds, when due, are made within 45 days of the last day of attendance if written notification of withdrawal has been provided to VACE/TDC by the student, or from the date that VACE/TDC terminates the student or determines that the student has withdrawn from the program. If a student receives Federal Student Aid, the Financial Aid Office is responsible for initiating a "Return of Title IV Funds" calculation upon withdrawal. The requirements for returning Title IV Funds are outlined in the Financial Aid Policies and Procedures Manual.