

Refund Policy

Ventura Adult and Continuing Education's Institutional Refund Policy, as outlined below, applies to all students enrolled in the Career Technical Education (CTE) programs who withdraw and cease to be enrolled in programs. Refunds when due will not require a written request by the student. The Institutional Refund Policy determines the amount of institutional charges students have 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 students do not begin the classes or withdraw on the first day of class, full refunds shall be made within 45 days of the class start dates.

Refunds for Withdrawal After Classes Commence:

If students withdraw from VACE/CTE Programs:

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 students withdraw from VACE/CTE programs, additional fees, books, and supplies are not prorated. However, if the books are unused, determined to be in "new" conditions and returned within 10 days after withdrawals, the charges are credited to the students' financial aid accounts.

Refunds, when due, are made within 45 days of the last day of attendance if written notification of withdrawal has been provided to VACE by the student or from the date that VACE terminates the student or determines that the student has withdrawn from the program. If a student receives Federal Student Aid, the Financial Aid Technician 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.

It should be noted that refunds are not available for students enrolled in the Phlebotomy programs. However, when students enroll in these programs and it is determined by administration that emergency situations prevented the students from attending the first or second classes, it would be appropriate to refund the full 100%, or a prorated amount, depending upon the facts and circumstances of the requests.

Finally, refunds may be transferable for enrollment in other VACE CTE classes. Administrative Office staff will process fee refunds and transfers by completing the Refund Request Forms.

Refunds for other VACE classes will be processed on a case-by-case basis.