

# Davis Applied Technology College: A Utah College of Applied Technology Campus Refund of Tuition and Fees Policy

**Effective Date: 26 September 2013**

Board Approval: 17 September 2009

Revised Board Approval: 23 September 2010

Revised Expanded President's Council Approval: 13 February 2012

Revised Board Approval: 23 February 2012

Revised Board Approval: 26 September 2013

## 1. Purpose

The purpose of this policy is to define and outline the respective rights that all students of the Davis Applied Technology College: a Utah College of Applied Technology Campus (College Campus) have in receiving a refund of tuition and fees.

## 2. References

- 2.1. Council on Occupational Education Handbook of Accreditation
- 2.2. Council on Occupational Education Policies and Rules of the Commission
- 2.3. Utah College of Applied Technology Memorandum: UCAT Refund Policy and Online Courses.
- 2.4. Utah College of Applied Technology Refund Policy

## 3. Definitions

- 3.1. **Open-Entry/Open Exit** - A model of scheduling instruction under which students may begin their training at any time and leave when they have met their personal training objectives.
- 3.2. **Defined-Entry/Defined-Exit** - A model of scheduling instruction under which a group of students begin their training at a specified time and continue through a pre-defined exit date.
- 3.3. **Course-Based** - A method of scheduling and tracking under which an Open-Entry/Open-Exit student is given a calculated exit date based on their own personal start date. Students in Course-based pay the tuition for the full course in advance and are expected to complete by the exit date.
- 3.4. **Externship** - A method of scheduling under which a student is assigned a total number of hours to be completed in supervised live work activities either on or off campus. Tuition is charged in advance for the total number of hours defined for the Externship.
- 3.5. **Blended Instruction** - A method of instructional delivery which combines on-line and in-class learning activities. Typically, blended courses are scheduled similarly to Externships and tuition is charged in full in advance.
- 3.6. **Continuing Education** - Courses offered by the Employer and Community Education department on a self-supporting, defined-entry/defined-exit basis outside of the normal DATC curriculum.
- 3.7. **Pass-through Fees** – Funds which are collected by the College on behalf of external organizations such as licensing fees or equipment rental costs.

## 4. Policy

- 4.1. **Refunds for Students Who Withdraw on or Before the First Day of Class** - If tuition and fees are collected in advance of the start day of classes and the student does not begin classes or withdraws on the first

day of classes, not more than \$100 of the tuition and fees will be retained by the institution. Refunds for a student who does not begin classes shall be made within 45 days of the class start date.

**4.2. Refunds for Classes or Programs Canceled by the Institution** - One hundred percent of the tuition and fees that are collected in advance of the start date of a class or program will be refunded within 45 days of the planned start date if the class or programs is canceled by the institution.

**4.3. Refunds for Students Enrolled Prior to Visiting the Institution** - Students who have not visited the DATC 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. Students wishing to exercise this right must participate in an orientation or request a tour within three days of their first course.

**4.4. Repayment Terms** - Refunds, when due, shall be made within 45 calendar days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or from the date the institution terminates the students or determines that the student must be withdrawn.

## **5. Procedures**

**5.1. Open-entry, Open-exit Programs** - Students enrolling in regular open-entry/open-exit programs pay tuition and fees appropriate for the number of hours and program for which they enroll for the month.

**5.1.1.** Students who withdraw before the end of the month are not eligible for a refund for the balance of that month except as outlined below.

**5.1.2.** Refunds may be granted to students who have completed their training plan, are called to active military duty, have a documented family or medical emergency requiring more time off than is available under the Leave of Absence provisions of the attendance policy, or are called to fulfill an established religious obligation. Exceptions outside these may be granted by the Director of Student Services or the Vice-President of Operations.

**5.1.3.** Any remaining tuition balance for these programs will be retained by the institution as a credit to the student's account for a period of 45 calendar days from the date of withdrawal. Students should be encouraged to take advantage of these credits by re-enrolling to continue their studies. Funds remaining after 45 calendar days will be retained by the institution.

**5.1.4.** Retained funds will only be for the current month of enrollment. If a student has paid in advance for additional months, funds for any month beyond the month of withdrawal will be refunded in full.

**5.1.5.** In the event that a student withdraws on the first day of the course, the DATC will retain no more than \$100 of the total amount paid by the student.

**5.2. Defined-entry, Defined-exit Programs** - Refunds for classes and programs that operate with a fixed beginning and ending date, and for which a flat tuition rate is charged in advance, will be made as follows: 100% of tuition and fees prior to beginning of class; 50% of tuition only after the beginning of class up to the point that 33% of the instruction has occurred, and 0% thereafter, with exceptions to be granted on a case-by-case basis by campus officials.

**5.2.1.** In the event that a student withdraws on the first day of the course, the DATC will retain no more than \$100 of the total amount paid by the student.

**5.3. Course-based, Externship and Blended Courses** - Refunds for students who withdraw from classes that operate with an open-entry date and a defined-exit date, and for which a flat tuition and fee rate is charged in advance, will be granted one hundred percent (100%) refund of tuition and fees for five (5) business days, following the course start date. No refund will be granted thereafter, with exceptions to be granted on a case-by-case basis by campus officials.

**5.3.1.** No refund can be granted if an instructor has recorded competency completion in the student information system for the course or of any portion of the course for the student.

**5.4. Continuing Education Courses** - If a student is not able to attend a class, they must cancel four business days prior to the start of class to receive a 100% refund. Students who do not cancel the class within four business days will incur a 50% cancellation fee (not to exceed \$100).

**5.4.1.** Course fees will not be refunded after a course begins. No calls and no shows will receive no refund.

**5.5. Exemption for Pass-through Fees** – In the event that a student withdraws before the end of any type of course for which the college has collected pass-through fees, such fees may be refunded to the student provided that a) the fees are still in the possession of the College and have not been forwarded to the receiving agency and b) the College is not bound to forward the fees.