

**SUBJECT: TUITION AND REFUND POLICY FOR ADULT STUDENTS****Tuition Payment Regulation**

A tuition payment plan will be established for each adult student enrolled in a Career and Technical Education program prior to beginning the program. This plan may include a combination of monthly payments, Federal Financial Aid, and/or outside agency funding. Any student being sponsored, in part or in whole, by outside sources, including scholarships will provide the WSWHE BOCES with verification of these sources prior to including them as part of their payment plan. The cash component of the plan will be due to the WSWHE BOCES on the dates specified in the individual payment plan.

**Institutional Regulations**

Students who withdraw officially or unofficially from any of the BOCES programs, or are officially dropped from the program, are responsible for payment of tuition as outlined below. Chargeable tuition will be based on the date the student officially withdraws or is officially dropped. If a student is sponsored by an outside agency, that agency will be billed accordingly as stated in the BOCES regulation, not to exceed the terms of their fiduciary agreement.

<b>Official Withdrawal Date</b>	<b>Percent of Tuition Required</b>
On or before the completion of week 1	0% Tuition Required
On or before the completion of week 2	20% Tuition Required
On or before the completion of week 3	30% Tuition Required
On or before the completion of week 4	40% Tuition Required
On or before the completion of week 5	50% Tuition Required
After week 5 of the program	100% Tuition Required

**Refund Policy**

The WSWHE BOCES will provide a fair and equitable refund by utilizing our institutional regulations in conjunction with the required Federal "Return to Title IV" refund policy. Any cash excess remaining after determining the "Return to Title IV" calculations and institutional calculations will be issued directly to the student or, with the student direction, returned directly to the lender to reduce the student's loan debt. Kits, books and supplies purchased from the WSWHE BOCES are considered non-reusable and fees paid for such are non-refundable. Unpaid balances may be turned into a collection agency if not satisfied in a timely basis and must be satisfied before a student re-enters any BOCES program.

**Adopted: March 13, 2002**  
**Revised: August 11, 2004**