

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

TUITION AND REFUND REGULATION FOR ADULT STUDENTS IN ETA COURSES

TUITION PAYMENT

Tuition payments are to be made in full prior to the beginning of the course. Payment can be made by credit card, check or cash for students that are “self-pay”. For students sponsored by an agency or place of business, a letter of intent to pay must be received by the ETA office prior to the start of the course and that agency or business will be invoiced for the cost of the course.

REFUNDS AND CREDITS

Course Cancellation: For all students – sponsored, cash, check or credit card

When a course is cancelled by the ETA program for any reason, students can choose to be refunded their tuition in full or have it credited to an account for use toward a different course. For students paying by check, a refund can only be made once the check received has cleared and money exists in the BOCES account. Those choosing the credit option will be obligated to take a course of equal or lesser tuition prior to the end of the program year which starts July 1 and ends June 30 of each year. No credit balances can carry over into the next year.

Withdrawal from a Course(s): For “self-pay students” - cash, check or credit card

If a student withdraws from a course five business days (8am to 4pm) prior to the start of the course (not including the day of the course) and has paid by cash or credit card, the student can choose to be refunded the amount or credit their tuition as referenced in the course cancellation section of this regulation. For students paying by check, a refund can only be made once the check received has cleared and money exists in the BOCES account. Notification of withdrawal can only be made by phone or via email directed to the ETA Office.

No Refunds or Credits: For “self-pay students” - cash, check or credit card

Regardless of the payment method, no refunds or credits to an account will be made to students who paid by cash, check or credit card if the student fails to attend the course for any reason and/or fails to notify the ETA office within the established timeframes listed in the withdrawal section of this regulation.

Withdrawal from a Course(s) – For students sponsored by an agency or business

If a student is sponsored by an outside agency or business and withdraws from a course as stipulated in the withdrawal from a course section of this regulation, that agency or business will not be invoiced. If the ETA office is not informed of a student withdrawal from a course up to four business days (8am to 4pm) prior to the start of the course, a 20% charge (based on the tuition for the course) will automatically be applied and the agency or business will be invoiced this amount. If a sponsored student withdraws after the start of the program, the full tuition will be invoiced. For example, a sponsoring agency withdraws a student on Tuesday from a \$300 course that starts on Friday. The cost of the course would be 20% of the tuition. Total invoice to

the sponsoring agency would be \$60. If this same student withdrew after attending day 1 of class, the full tuition would be invoiced.

Notification of a student withdrawal can only be made by phone or via email to the ETA Office. The date of withdrawal call or the date an email is received will be the date used to calculate the charge for the course.

This section of the refund policy does not apply to the CDL Driving Program as the number of “classes” is variable based on the student skill. As a result, the full tuition will be invoiced. Students not reporting for scheduled drive time will have scheduled hours deducted from their overall drive time balance.

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