

SUBJECT: TUITION AND REFUND POLICY FOR ADULT STUDENTS IN ETA COURSES

Tuition Payment Regulation

Tuition payments are to be made in full prior to the beginning of the course. Any student being sponsored, in part or in whole, by outside agencies, will provide the WSWHE BOCES ETA Office with verification of these sources prior to the start of course.

Institutional Regulation

Students who withdraw officially or unofficially from any of the BOCES ETA 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 the fiduciary agreement.

Official Withdrawal Date	Percent of Tuition Required
Five (5) Business Days Prior to Class Start Date*	0% Tuition Required
Four (4) Business Days or Less Prior to Class Start Date**	20% Tuition Required
First Day of Class	100% Tuition Required
After First Day of Class	100% Tuition Required

**Does not include class start date.*

***Applies to Sponsoring Agencies Only. Self-pay students are required to withdraw five (5) business days prior to the start of class to receive 100% refund.*

Refund Policy

The WSWHE BOCES ETA Program will provide a fair and equitable refund by utilizing our institutional regulations. Kits, books and supplies purchased from the WSWHE BOCES are considered to be 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 WSWHE BOCES ETA program.

Adopted: February 13, 2019