



## **WITHDRAWAL / REFUND POLICY**

### **Withdrawal from a Course**

A student who finds it necessary to withdraw from a course must do so in person at the Adult Education Office. Notification given to an instructor does not constitute an official withdrawal. Failing to officially withdraw can lead to additional fees or loss of eligibility for a possible refund (see Refund Policy). Withdrawal without notification will result in a grade of "F" and forfeiture of all fees paid.

### **Refund Policy**

A refund applies only to tuition. There is no refund for books, tools, uniforms, or other objects or supplies which become the property of the student. Refunds may be determined based on weekly tuition if it is in the student's best interest.

If a student withdraws:

on or before day one of the payment period (School retains a \$25 nonrefundable processing fee)	100% of tuition
Between day two and including 10% of the payment period (School retains a \$25 nonrefundable processing fee)	90% of tuition
Between 11% and including 25% of the payment period (School retains a \$25 nonrefundable processing fee)	50% of tuition
Between 26% and including 50% of the payment period (School retains a \$25 nonrefundable processing fee)	25% of tuition
Between 51% and end of payment period	No refund

### **Return to Title IV Funds Policy**

Refunds to the financial aid programs (Pell Grant, Stafford Loan, and Parent Loan) will be made according to the federal Return to Title IV Funds policy. These are generally prorated based on attendance if the withdrawal date occurs within the first 60% of the payment period. Depending on individual case circumstances, both the student and MVCTC may be required to return money to the funding sources. In addition, the student may incur a balance due to MVCTC.

\*In order to qualify for federal funding, students must maintain 90% or greater attendance.