



Refund of Tuition and Fees Policy

- (1) Refunds for Program Tuition and Fees
 - (a) If a student does not attend a program or withdraws on the first day of a program's classes, 100% of the tuition, course fees and program fees paid by the student shall be refunded less \$100.
 - (b) Students who withdraw within 7 calendar days of the start date of a program shall be refunded 100% of the tuition paid by them. No program or course fees shall be refunded.
 - (c) Students who have not visited the College facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
 - (d) If the College cancels a program course, 100% of the tuition and program fees collected for the course from the student must be refunded.
 - (e) Any student who is a first time enrollee at Dixie Tech and is receiving federal student financial aid, and who fails to register or who withdraws from Dixie Tech or otherwise fails to complete the period of enrollment for which he or she registered, on or before the 60 percent point (in time) in the period of enrollment for which the student has paid tuition, fees, or other charges, shall be entitled to a pro rata refund of such tuition, fees, and other charges.
 - (f) Students who are not first-time enrollees at Dixie Tech who are receiving federal student financial aid, and who withdraw from the College, shall be entitled to a refund of tuition, fees, and other student charges which meet the following minimum requirements:
 - (i) Prior to beginning of class: 100%
 - (ii) After the 5th calendar day of the enrollment period: 0%.
 - (g) If none of the above apply, where a student withdraws program tuition and fees shall not be refunded. However, in cases of unusual hardship the Executive Team, in their sole discretion, may allow a greater refund when they determine that doing so is in the interests of the College and the Student.
- (2) If a student is on a payment plan, any refund shall be applied to the balance due on the payment plan. If the refund exceeds the balance due, the student shall receive a refund. If the refund is less than the balance due, the student owes the remaining amount due. Payments on a payment plan shall first be applied first to finance fees, then to course materials such as books and subscriptions if applicable, then to tuition, and finally to program or course fees.
- (3) Refunds for Career Enhancement Training Tuition and Fees. Career Enhancement Training courses are courses offered outside of the accredited

program curriculum. If a student is not able to attend a Career Enhancement Training course, they must cancel prior to the scheduled start date in order to receive a refund of tuition and fees. Refunds will not be issued after a course begins.

- (4) Tuition and other fees shall be refunded within 45 days of:
 - (a) The course start date if the course is canceled by the College,
 - (b) When the student notifies the College prior to the scheduled program or course start date that they will not be attending the program or course; or
 - (c) The date the student provided written notification of withdrawal to the College or from the date the College determines that the student must be withdrawn; or
 - (d) A student completing an Approved Program who has unapplied funds remaining on the student account after all applicable charges have been paid.
- (5) Refunds of Other Costs. Notwithstanding any other provision of this policy, students are not entitled to refunds for application fees, admission fees, books, subscriptions, other course materials such as tool kits and consumables, testing for admissions, background checks, and drug testing.
- (6) The College may write off or discount amounts students owe Dixie Tech when approved by the Executive Team or their designee.

Revision Dates: March 9, 2023; November 2, 2022; May 4, 2022; September 1, 2021; January 20, 2021