

Refund of Tuition and Fees Policy

- (1) Refunds for Approved Program Tuition and Fees
 - (a) If a student does not begin a program or withdraws on the first day of a program's classes, 100% of the tuition 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 their tuition. No program fees shall be refunded. A college Vice President may extend this deadline when the Vice President, in his or her sole discretion, determines that doing so is in the interests of the College and the Student.
 - (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 an Approved Program class, 100% of the prorated tuition and program fees collected for the class from the student must be refunded.
 - (e) If none of the above apply, where a student withdraws program fees shall not be refunded but tuition shall be refunded as follows:
 - (i) During the first 10% of the period of scheduled program hours, Dixie Tech shall refund 90% of the tuition paid by the student;
 - (ii) After the first 10% of the period of scheduled program hours and until the end of the first 25% of the scheduled program hours, Dixie Tech shall refund 50% of the tuition paid by the student;
 - (iii) After the first 25% of the period of scheduled program hours and until the end of the first 50% of the scheduled program hours, Dixie Tech shall refund 25% of the tuition paid by the student; and,
 - (iv) After the first 50% of the period of scheduled program hours, Dixie Tech shall retain all of the tuition paid by the student.
 - (f) In no event shall the total refund of tuition and fees be less than that provided by the combined refund provided by USHE Policy R514.
 - (g) 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 fees.
- (2) Refunds for Workforce Training Tuition and Fees. Workforce Training courses are courses offered outside of the normal Dixie Tech Approved Program

curriculum. If a student is not able to attend a workforce training course, they must cancel prior to the scheduled start date in order to receive a 100% refund of tuition and fees. Refunds will not be issued after a course begins. No calls and no shows will receive no refund.

- (3) Provisional Acceptance. Students who fail to comply with a Provisional Acceptance Contract within 14 days of the cohort start date shall be withdrawn and refunded 100% of any tuition or fees paid by them, less \$100.
- (4) For Workforce Training courses, the student may elect to have the college hold the funds for longer than 45 days after the course is canceled or the student withdraws from the course provided the student makes a request in writing that the college hold the funds in order to take the course at a later date. The college may elect to return some or all of the funds so held in the last month of every fiscal year.
- (5) Tuition and other fees shall be refunded within 45 days of:
 - (a) The course start date if the course is canceled by the College, or the student notifies the College prior to the scheduled course start date that they will not be attending the course; or
 - (b) 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, and there are unapplied student funds remaining on the student account after all applicable charges have been paid; or
 - (c) A student completing an Approved Program who has unapplied funds remaining on the student account after all applicable charges have been paid.
- (6) Refunds of Other Costs. Notwithstanding any other provision of this policy, students are not entitled to refunds for application fees, books, subscriptions, other course materials such as tool kits and consumables, testing for admissions, background checks, and drug testing.
- (7) The college may write off amounts students owe Dixie Tech for tuition and program fees in cases of extreme hardship. Some part of the debt can be written off when directed by either (1) The Vice Presidents of Instruction and Administrative Services or (2) the College President.

Revision Dates: May 4, 2022; September 1, 2021; January 20, 2021