

Withdrawal and Late Payment Policy

- (1) Program Students seeking to withdraw from the College must do so officially by completing the Withdrawal Form available online at dixietech.edu, which includes verification that the student does not have outstanding financial balances due to the College.
 - (a) In the event that the student is unable to complete the Withdrawal Form due to extenuating circumstances, the Director of Student Services and/or their designee may document the situation and grant an exception.
- (2) Program Students who do not have a current schedule for more than five days may be withdrawn from the College.
- (3) Program Students who are absent for two (2) consecutive weeks may be withdrawn from the College in accordance with relevant regulations and the Student Code of Conduct and Disciplinary Policy and Procedures.
 - (a) Any withdrawal for two consecutive weeks of absences may be considered a matter of academic discipline and may be coded as such in the Student Information System. The withdrawal date will be the scheduled day following the second week of consecutive absences.
 - (b) Program Students who are withdrawn for academic discipline may be required to meet with program and/or student services personnel to discuss a plan for improvement before being permitted to re-enroll in the College.
- (4) Program Students who have an outstanding balance on their account and are not on a payment plan, or who are on a payment plan and have failed to pay in accordance with the plan, may be assessed a \$25 late fee on the business day following the payment being due (or at a later date in the College's discretion). Student Services will attempt to notify the student of the late payment and the student will be allowed ten calendar days following the late payment to clear the amount due (additional time may be allowed in the College's discretion). If the balance due and the late fee is not paid within the allotted time, the student may be withdrawn from the College in the College's discretion. The student will be removed from the class roll. Instructors shall ensure that only students who are on the class roll are allowed to attend class. If a payment is not made within 30 days of when it is due, the entire balance due, in the College's discretion, may be assessed a fee equal to 0.75% of the entire balance per month until the obligation is paid in full.
- (5) Students whose sponsorship is terminated may choose to continue their enrollment, but it is their responsibility to set up a new sponsorship or continue as a self-funded student.
- (6) Students may be withdrawn from enrollment due to disciplinary actions taken as defined in the Student Code of Conduct Policy or for academic discipline as

defined in the Student Grading and Progress Policy.

(7) Re-Enrollment after Withdrawal

- (a) A Program Student must re-apply to the College and pay the admissions fee if they seek to enroll more than two years after their initial admission.
- (b) The College will evaluate student records for returning students to determine if holds or restrictions exist. Any issues must be resolved prior to re-enrollment.
- (c) Program Students that are approved for re-enrollment may have their records evaluated to determine which training plan is appropriate. If a student's previous training plan is no longer valid, they may be moved to a new training plan.
- (d) Program Students re-enrolling following disciplinary action or suspension may be required to meet certain re-admission conditions, including behavioral contract or mandatory training. Students may also be required to repeat the application process and demonstrate to the Chief Admissions Officer that they understand and will abide by the Student Code of Conduct.
- (e) A student re-enrolling within one year of their withdrawal will not be required to pay any additional tuition and fees than they were originally charged. After one year, the student may be charged additional tuition and fees based upon current rates. In any case, the student must make arrangements, acceptable to the College, to pay the amount due on their account before re-enrolling.
- (f) Students re-enrolling after being withdrawn will be charged a \$100 fee.
- (g) For a student to re-enroll after being suspended, the student must pay the above fee and complete all other requirements given on a re-enrollment form signed by a program instructor and the director of student services or their supervisors.
- (h) Students will not be granted a leave of absence, except when required by Federal Financial Aid requirements.
- (i) All refunds will be made in accordance with the College's Refund of Tuition and Fees Policy.

Revision Dates: May 4, 2022; September 1, 2021; March 24, 2021