

Students who have been accepted into the program may withdraw from the program voluntarily at any point. It is highly recommended that the student have a personal interview with an administrator upon withdrawal. Students attending classes should submit a written notification of withdrawal within seven (7) days of their last day in attendance. Upon withdrawal the following policy will apply:

Full-Time Credential Programs (600 hours or more):

<u>Timeframe</u>	<u>Amount Charged</u>
Prior to 1 st scheduled day	Withdrawal fee, registration fee, BCI/FBI fees if already administered
1 st day – 30 scheduled hours	25% of total program tuition and fees, plus books supplies & tools
31-60 scheduled hours	50% of total program tuition and fees, plus books, supplies & tools
61-90 scheduled hours	75% of total program tuition and fees, plus books, supplies & tools
91 or more scheduled hours	100% of total program tuition and fees, plus books, supplies & tools

Credential Programs (below 600 hours):

<u>Timeframe</u>	<u>Amount Charged</u>
Prior to 1 st scheduled day	Withdrawal fee, registration fee, BCI/FBI fee if already administered
Prior to 3 rd scheduled day	50% of total program tuition and fees, plus books, supplies or tools
On or after 3 rd scheduled day	100% of program tuition and fees, plus books, supplies or tools

Please Note:

- The term “withdraw” defines any reason for a student leaving school, whether it is initiated by the student or by the school.
- Student accounts are charged all related costs for the entire program (start to finish) upon initial enrollment, not per term or payment period.
- The student is responsible upon separation from the program for their account.
- The only mark given for withdrawing from a certification program after classes have begun is a “W.”

When calculating refunds, failure to give notification of withdrawal (unofficial drop) will result in the Adult Career Center waiting 10 calendar days from your last day in attendance to officially withdraw you from the program and defining that 10th day as your official withdrawal date.

Students withdrawn from school who have not fulfilled financial obligations to the school will not be awarded certificates until the students' accounts are paid in full. Students who withdrawal will not receive a Career Passport.

Students receiving the Pell Grant, Direct Student Loans and/or other financial assistance who withdraw or are terminated may not have "earned" the full amount of financial assistance he/she was originally scheduled to receive. The student "earns" his or her Title IV funds by attending classes and may be required to return all or a portion of those funds upon leaving school. Therefore students planning to withdraw should schedule an appointment with the Financial Aid Coordinator before leaving the program to discuss their aid eligibility and financial responsibilities. **If the student is receiving Direct Student Loans, the student is required to complete federal loan exit counseling at studentaid.gov and any other federal financial aid loan requirements upon withdrawal.**

Regardless of circumstances, students receiving Title IV funds that are withdrawn or terminated from a Pell eligible program are subject to the U.S. Department of Education's Return of Title IV Funds Policy (see Student Catalog Addendum A, Financial Aid Procedures). Title IV eligibility is calculated based on the student's last day in attendance as determined by attendance sign-in sheets; students receiving Veterans Benefits or other third party agency (e.g., TAA, WIA, MCTA) funding are subject to the return of funds policy governing that agency. For information on policies governing Veterans Benefits call the Department of Veteran Affairs Education Customer Service Office at 1-888-442-4551. For information on the return of funds policies governing specific funding agencies contact your case manager.

The refund process of any credit balance to the student will be made within 45 days of the student's last day of attendance, without request from the student. Refund checks will be mailed to the student unless other arrangements are made in writing by the student at the time of withdrawal.

In the event a student's account maintains a balance due after the student is withdrawn and all calculations are completed, the student will have 30 days of the date of notification to make full payment. Payment will be accepted in cash, cashier's check or credit card. Payments can be made by mail, in person during normal business hours or charge by phone. Any account not paid in full within 30 days will be subject to collection through the Ohio Attorney General's Office.

In the event that a student must withdraw due to extreme mitigating circumstances, an alternative pay arrangement may be made with the institution in lieu of the standard 30 day full payment requirement. Such arrangements are subject to approval by the Adult Career Center Supervisor. Payments via alternate arrangements will be accepted in monthly installment amounts no less than 10% of the account balance at the time of withdrawal. Failure to make payment by the agreed upon standards set forth in a Student Payment Plan Agreement Contract will be subject to collection through the Ohio Attorney General's Office.