

Delaware Area Career Center

REFUND & FEE ACCRUAL POLICY

OBJECTIVE

To ensure a fair, equitable and transparent process for the accrual and refund of tuition, fees, and other educational charges.

PUBLISHING OF REFUND POLICY

The DACC Refund Policy is published in the Adult Education Catalog and it is posted on the DACC website.

REFUNDS WHEN DUE

Refunds, when due, will be made without requiring a request from the student.

Refunds, when due, shall be made within 45 days of the last day of attendance if written notification of withdrawal has been provided to DACC by the student, or within 45 days from the date DACC terminates the student or determines the student has withdrawn without providing written notification.

In the event a student does not commence class, withdraws, is terminated, or drops out of his or her program of training, tuition costs and related educational fees and expenses are subject to refund pursuant to the following guidelines:

REFUNDS FOR CLASSES CANCELED BY DACC

If tuition and fees are collected in advance of the start date of a program and that class is canceled by DACC, 100% of the tuition and fees collected (including the fee for assessment will be refunded. The refund shall be made within 45 days of the programs planned start date.

REFUNDS FOR STUDENTS WHO WITHDRAW ON OR BEFORE THE FIRST DAY OF CLASS

If tuition and fees are collected in advance of the class start date and the student does not begin the class or withdraws on the first day of class, DACC shall retain no more than \$100—the \$75 assessment fee and the \$25 registration fee. A refund of the remaining balance will be made to the student within 45 days of the class start date.

REFUNDS FOR STUDENTS ENROLLED FOR THREE DAYS OR LESS WHETHER BY WITHDRAWAL OR TERMINATION

Students who withdraw before the fourth day of class will receive a 100% refund of tuition collected. However, if books, tools, or supplies have been received and cannot be returned in like-new condition, the student must pay for those items. This only applies to books, tools or supplies that are itemized separately. The student is also responsible for paying the \$75 WorkKeys fee and the \$25 registration fee. The refund will be made within 45 days.

REFUNDS FOR STUDENTS WHO WITHDRAW BETWEEN THE 4TH DAY OF CLASS AND 50% OF THE TOTAL HOURS OF THE PROGRAM

Students who withdraw or are terminated after the 3rd day of class and before completing 50% of the total hours of the program will be charged a prorated amount for tuition based on the percentage of hours completed to the total hours of the program. Any amounts paid for items or services received by the student that are not included in tuition (itemized separately) will not be refunded.

REFUNDS FOR STUDENTS COMPLETING 50% OR MORE OF THE PROGRAM HOURS

After completing 50% or more of the total program hours, students owe the entire amount of tuition published for the program, as well as, the cost of all items or services received if those charges are not included in tuition and are itemized separately.

POLICY REVIEW

The DACC Refund Policy will be reviewed no less than annually by the Director of Adult Education. DACC reserves the right to modify this policy at any time.