



Refunds/Withdrawal Policies

All students are subject to the refund policy. The date the office receives notification of the withdrawal is the date used to determine the amount due or refund required. Lack of attendance does not constitute eligibility to receive tuition refunds.

Refunds, when due, are 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 has been provided to SCC by the student, or within 45 days from the date SCC terminates the student or determines the student had withdrawn without providing written notification (unofficial withdrawal). 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 Cancelled by SCC:

The Sandusky Career Center reserves the right to cancel a class should there be insufficient enrollment or a lack of availability of a qualified instructor. If tuition and fees are collected in advance of the start date of a program and that class is cancelled by SCC, 100% of the tuition and fees collected will be refunded. The refund shall be made within 45 days of the programs planned start date.

Refunds for Students who Withdrawal On or Before the First Day of Class:

Students who choose to withdraw from a program must notify the coordinator and the financial aid office. 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, SCC shall retain no more than \$100 of the tuition and fees collected. A refund of the remaining balance will be made to the student within 45 days of the class start date.

Refunds for Students Enrolled Prior to Visiting SCC Facilities:

Students who have not visited SCC prior to their enrollment in a class, may withdraw without penalty within three days following either 1) their attendance at a regularly scheduled orientation, or 2) following a tour of the facilities and inspection of the equipment. If the student withdraws within the three day period, 100% of any tuition and fees collected will be refunded. The refund will be made within 45 days of the date of the orientation or the date of the tour and equipment inspection.

Refunds for Students who Withdrawal After the First Day of Class:

Once class has begun, students will be billed for the hours provided up to the first two weeks of any semester or quarter. Once a student has completed two weeks of any pay period, they will be responsible for that pay period and its fees in full. Attendance is monitored for each class. In the case of an unofficial withdrawal, the last date the student was involved in an academically related activity, will be the date used to determine the amount to be returned to the federal government. An unofficial withdrawal is when a student stops attending classes, but does not withdraw from those classes or notify the school.

Book Refunds

Any school owned books must be returned at the time of withdrawal. Any books issued to the student must be paid for by the student.

RETURN OF TITLE IV FUNDS

Sandusky Career Center students who receive federal financial aid and do not complete their classes could be responsible to repay a portion of the aid received according to federal law. The following information will help you understand what could happen if you withdraw from one or stop attending classes before the end of the program for which you are receiving federal financial aid.

What is the law?

Federal law requires schools to calculate how much federal financial aid (Title IV Funds) a student has earned if he/she withdraws or stops attending before completing the class within 45 days of the original drop. Federal financial aid covered under this regulation includes Federal Pell Grants and Federal Direct Loans. SCC will return funds or make a post-withdrawal disbursement within 45 days of a student's departure from the program.

Who is affected by this regulation?

This regulation applies to students who receive federal financial aid AND who withdraw or stop attending classes prior to the 60% completion point of a class (hours vary by class) or of a specific payment period and is based on scheduled hours.

EXAMPLE: A student that completes 272 hours in a payment period of 450 would have earned all of their financial aid for that period (it is over 60% completion).

EXAMPLE: A student that completes 152 hours in a payment period of 300 would have not earned all of their aid and the school would be required to complete an R2T4 worksheet to determine the amount of aid that has to be returned.

How do I earn my financial aid?

Students who receive federal financial aid must earn the aid they receive by staying enrolled in classes. The amount of federal financial aid earned is proportionate to the

number of hours the student stays enrolled. Unearned financial aid must be returned to the federal government. Recipients of federal financial aid will be required to repay a portion of aid received if they withdraw from, or stop attending class prior to 60% completion of the payment period. The calculation for the return of these funds can result in the student owing money to the school. Any unearned Title IV aid must be returned to the federal government within 45 days of the date of the determination of your withdrawal.

Return of Funds Order of Return:

Funds will be returned in the following order:

- Unsubsidized Direct Student Loans
- Subsidized Direct Student Loans
- Federal Pell Grant