

Garnet Career Center Refund Policy

Garnet Career Center has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. The institution's refund policy is published in the catalog and uniformly administered. Refunds, when due, are made without requiring a request from the student. Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100.

GARNET CAREER CENTER REFUND POLICY *effective 07/01/2021*

1. Application fee and entrance exam are non-refundable items.
 - A. Book/uniform deposits are non-refundable unless the institution cancels the class.
2. Items charged to the student's account at the student's request, aside from charges for course tuition and lab fees, are non-refundable i.e, books*, equipment, test and certification fees (if testing has been completed), uniform purchase/rental [PN uniforms are purchased], supplies and electronic devices.
3. Book Deposits for class set books will be refunded if all books are returned intact and in usable condition; a student's failure to return class set books will result in the student being charged replacement cost for each book as outlined on the student's books and supply list.
4. Tuition and lab fees are charged by "period of enrollment". The "Periods of Enrollment" for Garnet courses are as follows:

Medical Assisting:	½ course hours (337.5 hours)** 675
Automotive Technology:	½ course hours (337.5 hours)** 675
Practical Nursing:	per 450 hour period** 1350/3
Phlebotomy Technician:	174 Hours
5. Tuition and lab fees will be adjusted on a percentage basis, based upon the scheduled number of course hours in the period of enrollment between the student's start date and last date of attendance as follows:***
 - A. Students who do NOT begin class will NOT be charged for tuition or fees. If tuition and fees are paid in advance before the first day of class and the institution cancels the class, the institution refunds 100% of tuition and fees, aside from application fee, within 45 days.
 - B. Application fees and book/uniform deposits paid PRIOR to beginning class are NOT refundable.
 - C. Students must attend required orientations or visit school at least 3 days prior to start of class. Students will have the opportunity to view the facilities during scheduled orientations or test dates. Students who have not visited the facility prior to enrollment may withdraw without penalty (excluding application and test fees) within three days following attendance at a regularly scheduled orientation or visit to the facility.
 - D. If a student withdraws from school after beginning classes but prior to completion of:
 1. 5% of the enrollment period, 10% of the tuition and lab fee for the enrollment period will be charged;
 2. From 5.01% through 10% of the enrollment period, 25% of the tuition and lab fee for the enrollment period will be charged;
 3. From 10.01% through 40% of the enrollment period, 50% of the tuition and lab fee for the enrollment period will be charged; and
 4. After completion of 40% of the enrollment period, the student will be charged for the full tuition and lab fee for the enrollment period.

6. In the event there is a tuition and lab fee refund due from the school in excess of the school's liability to the Federal Pell Grant Program, such a refund will be applied toward the satisfaction of a student's Federal Pell Grant liability, and then other sources of aid, before refunding directly to a student. Students receiving Federal Pell Grant AND WV HEAPS/Workforce Development Grant should be aware that special regulations apply to the amount of aid earned by a student through their attendance. The Return of Funds formula may require the return of unearned Pell Grant and HEAPS Workforce Development Grant resulting in a balance due to the school.

7. Any refund due to a student as a result of withdrawal will be made within 45 days of the date the institution determines that the student has withdrawn.

**If a student FORMALLY withdraws from class within 2 weeks of the student's initial start date, the student may submit a REQUEST to return unopened, shrink-wrapped text books that were purchased from the school; the cost of any books ACCEPTED for return through this process will be deducted from the student's book charges during the Refund/Cancellation process.*

*** The period of enrollment for students who withdraw from class and subsequently re-enter the program with credit will be the number of contracted hours.*

****There is **no refund** for students who have re-entered the program with credit. The tuition and lab fees for such students are due and payable immediately upon their re-entry into the program.*

REFUND POLICY FOR PART-TIME STUDENTS

Students enrolling in any part-time class will pay a non-refundable \$30 entrance exam fee no later than the day of entrance (TABE) testing. This fee will be applied to the application fee.

Students enrolled and accepted into courses of less than 412 hours must pay a **non-refundable deposit** before class sessions begin. This deposit will be applied to the balance of the application fee and text book.

1. Application, entrance exam, registration fees, text books and back ground checks/drug screens are **non-refundable** items after student starts class.
2. Items charged to the student's account at the student's request, aside from charges for course tuition and lab fees, are **non-refundable**. (i.e. books*, equipment, test and certification fees, uniform rental, supplies and electronic devices)
3. Tuition and lab fees will be reimbursed as follows: Prior to classes beginning 100%; Up to the second scheduled class 50%; No refunds thereafter.

GARNET CAREER CENTER RETURN OF FEDERAL FUND POLICY CONSIDERATIONS (FEDERAL PELL GRANT/WV HEAPS/WFD) October 2014

Garnet Career Center participates ONLY in the Federal Pell Grant Program; in accordance with the Title IV Return of Federal Funds regulations, Federal Pell Grant recipients should be aware that their Federal Pell Grant disbursements must be earned through the 60% point in each payment period (i.e., 270 hours of a 450-hour payment period.) WV Higher Education Policy Commission has decreed that this same formula shall apply to the WV HEAPS/Workforce Development program. A student's withdrawal or termination from school prior to completion of 60% of their payment period will result in the application of a pro rata schedule to determine the amount of Federal Pell Grant and WV HEAPS/WFD the student has earned at the time of withdrawal. After the 60% point in the payment period, the student has earned 100% of the Federal Pell Grant and WV HEAPS/WFD disbursement. This is a separate calculation from the Garnet institutional refund policy.

The percentage of hours completed in the payment period is calculated by dividing the number of scheduled hours through the student's last date of attendance by the hours in the payment period. After 60% of the payment period is completed (270 hours of a 450 hour payment period), there is no return of Title IV (Federal Pell Grant) or WV HEAPS/WFD funds. Prior to completion of 60% of the payment period, the amount of Federal Pell Grant and WV HEAPS/WFD earned is calculated by multiplying the total amount of aid that could have been awarded for the payment period by the percentage of time completed. The amount to be returned to the U.S. Department of Education is determined by taking the amount of Federal Pell Grant earned and subtracting it from the amount of Federal Pell Grant disbursed. This same formula is applied to WV HEAPS/WFD funds. The

institution's share of the amount to be returned is calculated by multiplying the institutional charges (registration, application, entrance test, lab fees and tuition) by the percentage of time not enrolled. The student's share is calculated by subtracting the amount the school must return from the total amount to be returned. The amount of the student's share in excess of 50% of the disbursed amount must be repaid to the school within 45 days of notification of the repayment date, or the student's account will be turned over to the U.S. Department of Education for collection, and the student becomes ineligible for further Federal financial aid until the debt is repaid.

Should the Return of Federal Funds calculation show a repayment due, any refund due the student from the institutional refund calculation will be applied toward the student's unearned Federal Pell Grant before any funds are disbursed to the student. Should the school's return of Federal funds result in a balance due the school, the student will be billed.

For example: A student attends 50% of their payment period. The institutional charges for the period of enrollment are \$1500, and the Federal Pell Grant disbursement was \$2000. The unearned Federal Pell Grant is 50% of \$2000, or \$1000. The institutional share of the unearned Federal Pell is 50% of \$1500, or \$750. The student's share of the unearned Federal Pell Grant would be \$1000-\$750, or \$250 – but as this is less than 50% of the amount disbursed, the student has no overpayment. The student would be billed by the school for the \$750 of institutional charges due to the school as a result of the returned funds by the school unless the student had other aid to cover the returned funds.