

Policy Information

Series 4000 - Non-Instructional/Business Operation

Adult Tuition Refund Policy

Policy # 4497, 4.97

POLICY

1995

4497

Non-Instructional/Business
Operations

SUBJECT: ADULT TUITION REFUND POLICY

Students must notify the Adult Learning Center, in writing, of their intention to withdraw. Refunds are determined from the date of receipt of notification. Calls to the Vocational Center and/or the Adult Learning Center will not signify notification of intent to withdraw from school. Non-attendance at class does not constitute an official withdrawal.

TUITION REFUND SCHEDULE

Withdrawal during first week of classes.....	100%
Withdrawal during second week of classes.....	70%
Withdrawal during third week of classes.....	30%
Withdrawal after third week of classes.....	NO REFUND

Board Approved
7/18/95

Adoption Date: 7/18/1995
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