



## Tuition Refund Policy

### Full Time Program Policy

The following policy applies to students enrolled in programs that are **more than 100 clock hours** in length. Students who withdraw, are terminated or dismissed will be eligible for a tuition refund, for the term they withdraw, according to the following schedule only:

Time of Withdrawal/Termination	Percent of Refund
Prior to the Start of Class	100% (Less \$100 non-refundable, non-transferable fee.)
Within First 2 Classes	100% (Less \$100 non-refundable, non-transferable fee.)
Within 3 to 5 Classes	75%
Within 6 to 10 Classes	50%
Within 11 to 14 Classes	25%
After 14th Day of Classes	0%

- Books and supplies received by the student may only be refunded if in new and unused condition.

Students wishing to officially withdraw from the program should initiate the process with the Program Manager. Calculation of tuition liability and financial aid eligibility will be calculated from the last day of documented attendance.

### Return of Title IV Financial Aid

Federal financial aid recipients who are terminated or voluntarily withdraw from a program before completing more than 60% of the enrollment period, are subject to a proration of any federal aid (Pell Grant and Federal Direct Loans) awarded. The percentage of earned aid is calculated by the number of clock hours scheduled as of the student's last date of attendance (according to the official school attendance records) divided by the total number of clock hours in the enrollment period.

### Part Time Program Policy

The following policy applies to students enrolled in programs that are **less than 100 clock hours** in length. Erie 1 BOCES will not issue refunds for students who withdraw after the first day of class. Tuition refunds will be made only under the following circumstances:

- 1. Cancellation**

Erie 1 BOCES will provide a full refund in the event a course is cancelled for any reason.

- 2. Withdrawal On or Before the First Day of Class**

Erie 1 BOCES will provide a full refund to students who withdraw prior to the second day of class. Requests for refunds must be made in person or by phone or email. Refunds will be issued within 45 days.