



Policy Name:	Refund Policy
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Refund Policy

Institutional Refund Procedures

Waynesville Career Center has developed this institutional policy to meet all federal, state and accreditor regulations. To ensure that prospective and enrolled students are adequately informed with regard to refund of tuition paid in the event of dismissal or resignation from their programs of study.

Balances Due

A student leaving WCC with a balance due to the school must either pay the entire balance or make monthly installment payments to pay off the outstanding balance. WCC may withhold the student's official transcript until the outstanding balance is paid in full.

Refunds for Students who Withdraw On or Before the First Day of Classes

In the event that a student officially withdraws on or before the first day of class, the school will refund any fees paid to the school in excess of \$100.00 and 100% of tuition. Students who officially withdraw after the first day of class are responsible for 100% of fees and tuition is refunded according to the refund schedule for early withdrawal. The school will issue the appropriate refund within 45 days of the class start date.

Early Withdrawal

Students who are considered to have withdrawn from their programs if they do not complete all of the clock hours and weeks of instructional time required to complete the program. In the event that a student withdraws, whether voluntarily or involuntarily, all refunds will be made according to the refund schedules outlined in this policy.

Refund Calculations

WCC bases refund calculations on payment periods associated with the clock hour and weeks of attendance for programs as defined by the Department of Education and Council on Occupational Education (COE) accreditation. The payment periods for programs are as follows:

Trade & Industry Programs:

2 Payment Periods - 1020 Clock Hours and 36 Weeks

1st Payment Period 0-510 hours and 0 weeks (August to Mid-January)

2nd Payment Period 511-1020 hours and 18 Weeks (Mid-January to May)

Practical Nursing Program:

2 Payment Periods - 1425 Clock Hours and 46 Weeks

1st Payment Period 0-712.5 hours and 0 weeks (August to Mid-January)

2nd Payment Period 712.5-1425 hours and 23 weeks (Mid-January to June)

Cosmetology – Evening Program:

2 Payment Periods - 1220 Clock Hours and 63 Weeks

1st Payment Period 0-610 hours and 0 weeks

2nd Payment Period 611 hours and 32 weeks

Cosmetology Instructor Program:

2 Payment Periods - 630 Clock Hours and 34 Weeks

1st Payment Period 0-315 hours and 17 weeks

2nd Payment Period 316-630 hours and 17 weeks

Academic Year Definition

An academic year is defined in 1020 clock hours and 36 weeks for Trade & Industry programs, 1425 clock hours and 46 weeks for Practical Nursing, 1220 clock hours and 63 weeks for Cosmetology, and 630 clock hours and 34 weeks for Cosmetology Instructor program. Payment periods for full academic years are 510 clock hours for Trade & Industry programs, 712.5 clock hours for Practical Nursing, 610 clock hours for Cosmetology and 315 for Cosmetology Instructor.

Refund Schedule for Early Withdrawal – Fees and Supplies

Fees that must be paid to external entities before enrollment as part of a program's application process such as drug screening charges and background check fee are not considered program tuition and are non-refundable.

Fees that must be paid to the school before enrollment as part of a program's application fees and acceptance fees may be partially refundable if these fees are in excess of \$100.00. Students who officially withdraw on or before the first day of classes will be refunded any of these fees paid in excess of \$100.00.

Students who officially withdraw after the first day of their program are responsible for 100% of any textbook, supply or fee expenses incurred by the institution.

Refund Schedule for Early Withdrawal – Tuition

If a student withdraws from his/her program, voluntarily or involuntarily, on or before the first day of the program, the student will be refunded 100% of any tuition collected within 45 days of the program start date.

If a student withdraws from his/her program, voluntarily or involuntarily, within (7) seven calendar days of the beginning of a payment period, the student will not owe WCC any of the tuition charged for that payment period. The student will, however, be responsible for any previous balance due to WCC.

If a student withdraws from his/her program, voluntarily or involuntarily, after (7) seven calendar days of the beginning of the payment period, but before 60% of the hours in the payment period have occurred, the student will owe WCC prorated tuition for that payment period and any previous remaining balance due. The tuition will be prorated based on the percentage of hours possible at the time of withdrawal. For example, if there are 450 hours in a payment period and the student withdraws after 225 hours, then the student will owe for half the tuition because they withdrew after half the hours ($225/450=50\%$).

If a student withdraws from his/her program, voluntarily or involuntarily, after 60% of the hours in a payment period, the student will owe WCC 100% of any of the tuition charged for that payment period and any previous remaining balance due.

If a student withdraws from his/her program, voluntarily or involuntarily, at any time and is due a refund based on the refund calculations, it will be processed and distributed to the student within 45 days of the last day of attendance. All refunds will be processed by Waynesville Career Center without a request from the student.

If a student withdraws from his/her program, voluntarily or involuntarily, at any time and is due a refund based on the refund calculations, it will be processed and distributed to the student within 45 days of the last day of attendance. All refunds will be processed by Waynesville Career Center without a request from the student.