

<b>OGDEN-WEBER TECHNICAL COLLEGE</b>	Number  530.9	Effective Date 11/16/18 Revised 08/27/20 02/29/24 09/12/24	Page  1 of 2
<b>POLICY</b>	<b>Approval - President's Cabinet</b>		
Title  <b>STUDENT TUITION, FEES, AND REFUNDS</b>			

**1. PURPOSE AND SCOPE**

The purpose of this policy is to provide information on the College's tuition, fees, other institutional charges, and refund process.

**2. POLICY**

It is the policy of the College to charge students tuition, fees, and institutional charges and to fairly and equitably provide students with a full or partial refund when applicable.

**3. DEFINITIONS**

**3.1 College Administration:** For purposes of this policy, defined as a vice president or the president.

**3.2 School Day:** Any day that school is in session, whether a student is scheduled to be in class or not.

**3.3 Voucher:** An authorization form from an outside company or agency giving the College permission to bill them for specific items. The form will contain such information as billing information, student information, items to be covered, period of coverage, and amount of coverage.

**4. REFERENCES**

- Ogden-Weber Technical College Admissions, Schedule Reactivation, and Withdrawals policy (#530.7)
- Ogden-Weber Technical College Campus and Building Closures policy (#530.12)
- Utah System of Higher Education policy R510 - Tuition
- Utah System of Higher Education policy R514 - Refunds of Tuition, Fees, and

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Other Student Charges

- Utah System of Higher Education policy R516 - General Student Fees
- Council on Occupational Education, Handbook of Accreditation, Standard Seven - Financial Resources, Refund Policy

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<b>PROCEDURE</b>	<b>Approval: President's Cabinet</b>		
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**1. General Guidelines**

- 1.1** Adult students are required to pay tuition by the first day of each course. If students fail to pay, the course shall auto-drop and the student will no longer be enrolled.
- 1.2** High school students are not charged tuition. However, they may be required to pay other fees or purchase the required materials for the program.
- 1.3** Utah residents aged 62 and above and veterans of any age with a military ID or DD214 discharge papers shall be permitted to enroll, on a space-available audit basis, in classes for which they are qualified, without regular tuition charges.
  - 1.3.1** A minimum administrative fee shall be charged for the institution's cost of registration, record keeping, and report preparation.
  - 1.3.2** No credit shall be awarded. To receive credit, the student must pay regular tuition.
- 1.4** Tuition does not cover the cost of books, supplies, and fees.
- 1.5** Sponsors that have submitted a voucher to cover costs for a student have the right to rescind coverage at any time for any reason.
- 1.6** Students who obtain other funding that covers a period of at least three (3) months, may receive a refund for any amounts that have been prepaid. Refunds shall be made within 45 days from the date written notification has been provided to the fiscal office.

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**1.7** Balances of \$9.99 or less shall be held as a credit on the student's account up to 90 days after a student is no longer enrolled. After 90 days the funds shall be retained by the College. Balances \$10 and above will be refunded according to this policy.

**2. Refund guidelines**

**2.1** Refunds, when due, shall be made within 45 days from the date written notification of withdrawal has been provided to the institution by the student or within 45 days from the date the institution withdraws the student or determines withdrawal of a student.

**2.2** All refunds shall be issued to the same person who made the original payment.

**2.3** The enrollment fee is not refundable.

**2.4** Refunds shall be made as follows:

**2.4.1** One hundred (100) percent of prepaid course cost, if withdrawal occurs prior to the first scheduled day.

**2.4.2** One hundred (100) percent of prepaid tuition if withdrawal occurs in the first week of the course. If the course cost includes a general fee, the fee shall not be refunded.

**2.4.3** For courses that are only one week in length, 100 percent of prepaid course cost shall be refunded prior to the first scheduled day and none thereafter.

**2.4.4** Exceptions may be considered on a case-by-case basis by College administration by submitting a request in writing with student accounts.

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**3. Refunds for Students Who Withdraw on or Before the First Day of Class**

If tuition is collected in advance of the start date and a student does not begin or withdraws

**4. Courses or Programs Canceled by the Institution**

One hundred percent of the tuition collected in advance of the start date shall be refunded if the course or program is canceled by the College.

**5. Students Enrolled Prior to Visiting the Institution**

Students who have not visited the College campus prior to enrollment shall have the opportunity to withdraw without penalty (full refund) within three school days following attendance at a regularly scheduled orientation or within three school days following a tour of the facilities and inspection of the equipment.

**6. Campus/Building Closure**

When an official closure of all buildings on the main and/or satellite campus occurs, the students' end date may be extended, and no refund shall be given for tuition.