

POLICY

No. 5050

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TUITION REFUND

A non-refundable commitment fee or deposit shall be paid upon acceptance into an Adult Program sponsored by BOCES. In the event the student withdraws or is dismissed before completion of the program, the tuition refund will be determined as follows:

<u>Program Completed</u>	<u>Percent (%) of Tuition Refund</u>
Upon or before the completion of 1st week	Full Refund
Upon or before the completion of 2nd week	80%
Upon or before the completion of 3rd week	70%
Upon or before the completion of 4th week	60%
Upon or before the completion of 5th week	50%
After the 5th week of the program	No Refund

If the program encompasses more than one semester in length, this policy will be extended to allow for these percentages to apply to each semester or term.

A student who finds it necessary to withdraw from an Adult Program must promptly notify the Program Administrator in writing. All refunds will be made to the student within 30 days of receipt of the withdrawal notification.

Adopted: June 22, 1992

Ratified: July 20, 1992

Amended: