

INSTITUTIONAL REFUND POLICY

Percentage of Tuition to be refunded for a full-semester length course:

If . . .	Percentage Refunded
withdraws within first 2 days of class	100%
withdraws days 3-5 of classes	80%
If withdraws days 6-10 of classes	60%
If withdraws days 11-15 classes	40%
If withdraws day 16 or after	no refund

The first day a class is scheduled to meet constitutes the beginning of the course when calculating tuition refunds.

The Institutional Refund Policy determines the amount of institutional charges the student has incurred at the time of withdrawal. This calculation is automatically performed for both official and unofficial withdrawals. A request from the student is not required.

Please see Washburn Tech Student Handbook for additional information on refunds.

Refunds may take up to 45 days to process.

If tuition and fees were billed to, and paid by, a third party agency, Washburn Tech will refund any money due to that agency. If tuition and fees were not paid by a third-party agency, refunds will be made to the student, even if the payment(s) was made by someone other than the student.

Institutional Charges, Non-refundable (examples)

Item(s)/Description	Reason Cannot Be Returned
Uniforms, smocks, chef coats, work shirts	Sanitary/Health
Safety glasses, ear plugs, face shields	Sanitary/Health
Personal Protective Equipment (PPE)	Sanitary/Health
Gloves, respirators	Sanitary/Health
Shop supplies, lab materials/ supplies fee	Consumable Item
Online Training - Access Codes or Vouchers	Consumable Item
CDX fee for Auto students online access	Consumable Item
Certification Fees – Includes codes or vouchers	Consumable Item
Cosmetology Kits	Consumable Item
Practical Nursing Kits	Consumable Item
Practical Nursing ATI access fee	Consumable Item
Patches/Name Tags	Consumable Item
Culinary Arts Knife Sets	Consumable Item
Simulation "Sim" Lab fees	Student Specific/Consumable Item

Membership Fees	Student Specific/Consumable Item
Liability Insurance	Student Specific/Consumable Item

Institutional Charges, Refundable

Item(s)/Description	Reason Cannot Be Returned
Tuition	N/A
Materials / Technology Fee	N/A
Tool Usage (Tool Rental) Fee	N/A

Return of Title IV Funds - Financial Aid Recipients Only

The Return of Title IV Funds Policy set forth by the U.S. Department of Education applies to post-secondary students if they received, or were eligible to receive, federal financial aid. Federal financial aid includes Pell Grants and student loans.

The Return of Title IV policy determines the amount of federal funding the institution and/or the student may retain. During the first 60% of the semester, a student "earns" aid in direct proportion to the length of time he or she attended class. A student who withdraws after the 60% point may retain 100% of the federal disbursements. If a refund of federal financial aid is due, the student must generally pay a portion of the refund. If the refund is to the student loan program the student repays the refund in accordance to the terms outlined on the Master Promissory Note (MPN). If the refund is to the Pell Grant program, the student must return the funds to the U.S. Department of Education or make satisfactory repayment arrangements with the U.S. Department of Education. For the student to remain eligible for future financial aid, this must be done within 45 days of receiving notification from Washburn Institute of Technology.

Military Refund Policy

Students serving in the National Guard or Reserves who are called to active duty during an academic term are entitled to receive a full refund of tuition, material fees and refundable fees, if they withdraw or for all classes dropped. Students who are directed to report for active military duty during an academic term shall also be entitled to receive a full refund of tuition. All refunds will be contingent upon presentation of official documentation. Students who volunteer for military service may be subject to the institution's non-military refund policy.

Medical Withdrawal

Students who are unable to continue their course of study for medical reasons can withdraw from their program and will be refunded tuition based on the withdrawal policies and refund deadlines.

Refund Due to Death of Student

If a student should pass away during a semester in which the student is enrolled, the student's estate will be refunded the tuition, material fees and refundable fees based on above stated policies. To initiate this process, the family must contact the Associate Dean of Student Services.