

Charlotte Technical College

OPERATED BY CHARLOTTE COUNTY PUBLIC SCHOOLS



Deelynn Bennett
Director

All refunds shall be accounted for and audit trails maintained in accordance with Chapter 8 of the Financial and Program Cost Accounting and Reporting for Florida Schools (AKA the Red Book). Refunds, when due, will be made without requiring a request from a student and will be made within forty-five (45) days; (1) of the last day of attendance if written notification of withdrawal has been provided to the school by the student, or (2) from the date the school withdraws the student or determines withdrawal by the student. All application fees and fees paid for Health Science clinical requirements are non-refundable.

1. Refunds for Classes Canceled by the Institution

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition, lab fees, liability insurance fees and student activity fees collected must be refunded.

2. Refunds for Students Who Withdraw On or Before the First Day of Class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution.

3. Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4. Refunds for Students Enrolled in Professional Development, Continuing Education or Limited Contract Instruction

All fees are non-refundable for courses related to Professional Development, Continuing Education or Limited Contract Instruction.

5. Refunds for Withdrawal After Class Commences

Students who appear at the school in person and voluntarily withdraw within five (5) school days of the beginning of a payment period shall be entitled to a full refund of tuition, lab fees, liability insurance fees and student activity fees. Registration fees and Health Science Education fees are nonrefundable. Refunds will be made within forty-five (45) days of the date the student voluntarily withdraws.

Charlotte Technical College
18150 Murdock Circle
Port Charlotte FL 33948
Phone: (941) 255-7500
Fax: (941) 255-7509
www.charlottetechcollege.net

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6. Students administratively dismissed will not be eligible for a refund. Students who feel they have been treated unfairly in the application of this policy or its rules may appeal using the student grievance procedure as presented in the Student Handbook.
7. Students who pay fees but are entitled to a waiver, voucher or agency payment shall be entitled to a refund of fees only if required evidences are presented to the school or his/her designee within fifteen (15) school days of the beginning of a semester.

Miscellaneous items purchased from the school store (textbooks, uniforms, etc.) may be returned for a full refund provided that the items are unused, in the original packaging and currently being used in the instructional program.

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