



YORK COUNTY SCHOOL OF TECHNOLOGY

Adult & Continuing Education Center

2179 S. Queen Street
York, PA 17402
www.ytech.edu/adulted

WITHDRAWAL / REFUND POLICY

Refunds for Class/Unit or Program Cancellation: If a class is cancelled by the Adult & Continuing Education Center, all students will be refunded 100% of pre-paid tuition and fees.

Refund Policy for Registration and Administrative Fees

Application, Registration, Administrative fees, Books and Supplies (tool kits) are non-refundable.

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

If a student fails to start in their program a class/unit or withdraws from the class/unit or their program on the first class day, the school may retain a portion of pre-paid tuition or fees. Failure to attend classes does not constitute a withdrawal.

Withdrawal from Program, Unit or class

Responsibility for withdrawing remains with the student. A student must officially withdraw from their program or class/unit by notifying the Adult Education office personnel in writing by completing a withdrawal form. The official date of withdraw is determined when school personnel or office is notified in writing.

Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration. Failure to attend classes does not equal to a withdrawal.

Students who **officially withdraw** from a clock hour program or a class/unit will be refunded according to the student's current payment period and the program hourly rate.

Withdrawal of Financial Aid Students

In accordance with federal regulations (34CFR 668.22), students benefiting from receiving Title IV funds will have their federal financial aid refunds calculated as per federal regulations and may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade during a semester. Further information is available in the Student Financial Aid Handbook.

PLEASE NOTE: This could affect a student's ability to receive Financial Aid in the future at any school.

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Refund Policy for Clock Hour Tuition

Students withdrawing from their program of choice or an individual class may be eligible for refunds based on scheduled hours in the program/class to date. Clock hour tuition is assessed by scheduled class hours and the program hourly rate; hourly rates are different for each program. Tuition may be adjusted based on the information provided at the time of withdrawal and will be assessed on actual scheduled class time in the student's current payment period.

Students who attend more than 60% of the scheduled program hours in a payment period do not qualify for refunds.

Students who received student aid, depending on when you withdraw, will be adjusted according to the Federal Return of Title IV formula, state grant refund calculation and institutional policy.

Refund checks or credits will be issued to the individual, agency or entity that initially paid the tuition/bill or in accordance with the agencies policies.

Please Note: Regardless of when a student drops or withdraws after classes/unit or program has begun, the cost for required tools, books and supplies, tests and other required items already given to the student cannot be returned, they are deducted from any refund due to the student.