

Refund Policy

1. The refund policy applies to all adult students without exception.
2. The \$40 application Fee is a non-refundable item.
3. Items charged to the student's account at the student's request, aside from charges for the course Tuition and Lab Fees, are non-refundable. Non-refundable charges to the student's account may include, but would not be limited to: books, supplies, equipment, contracted charges, insurance, certification fees, and club dues.
4. If the class is cancelled prior to class start date, 100% of tuition and other fees will be refunded within 45 days (less the non-refundable application fee).
5. If the student withdraws on or before the first day of class, 100% of tuition and other fees will be refunded within 45 days (less the non-refundable application fee).
6. Refunds, when due, are made without student request within 45 days (1) of the last day of attendance if written withdrawal notification has been provided by the student or (2) from the date of termination.
7. Students who enroll prior to visiting the school have the opportunity to withdraw without penalty within 3 days of the registration/orientation session.
8. Tuition is charged by "period of enrollment," with Lab Fees assessed for the course during the first period of enrollment, unless otherwise noted as a charge per period of enrollment. Periods of enrollment for Carver Career and Technical Education Center courses are as follows:

Under 900 Hours:	Course Length:
1080 Hour Courses:	540 Hours
1200 Hour Courses:	600 Hours
1250 Hour Courses:	625 Hours
Cosmetology:	1/2 Course Tuition fees as identified for 1st half/2nd half
Respiratory Therapy:	1/2 Course Tuition fees as identified for 1st half/2nd half
Veterinary Technology	1/2 Course Tuition fees as identified for 1st half/2nd half

9. Tuition and Fees will be adjusted on a percentage basis, based upon the scheduled number of hours for the enrollment period* between the student's first day of class and last date of attendance as follows:
 - From class start to the completion of 30 hours, including clinical hours, 10% of the tuition and lab fee will be charged;
 - After 30 hours to 120 hours, including clinical hours, 50% of the tuition and lab fee will be charged;
 - After the completion of 120 hours, no refund will be made.

Respiratory Therapy and Veterinary Technology class are 2-year programs - the enrollment period for each of these classes is based upon Year 1 hours and Year 2 hours.

10. For Pell Grant recipients: In the event that there is a tuition and lab fee refund due from the school in excess of the school's liability to the Federal Pell Grant Program, such a refund will be applied toward the satisfaction of a Student's Federal Pell Grant liability before refunding directly to a student.

Warning: The Return of Federal Fund Policy requires that PELL funding be returned to the Department of Education on a percentage basis when the student withdraws from school prior to completing at 60% of each payment period. This policy results in the student owing the Department of Education PELL funds, regardless, of their liability to the school is satisfied or not. Students who withdraw and owe the Department of Education PELL funding are not eligible for further federal financial aid (at any institution) until they have repaid (or have made arrangements to pay) their liability to the Department of Education.