

TUITION FEES

Students enrolling in Career-Technology Center programs may be charged tuition fees in accordance with board-approved rates, with out-of-district secondary student tuition rates established by the Oklahoma Department of Career Technology Education based on total program cost. The board of education will review the tuition fee schedule on an annual basis.

There is no charge for in-district secondary students. Senior students attending Southwest Technology Center for the first time may be eligible to return for the second year of a two-year program without paying tuition if they enroll the first semester immediately following graduation from high school. Tuition for in-district adult students and out-of-district students will be at a per clock hour rate approved by the board. The cost to the student will depend on the number of clock hours for each program. This may vary from program to program; however, the average nine (9) month program will run approximately 1,050 hours. Tuition covers instructional costs only. Other fees may be assessed for books, supplies, graduation, etc., and will vary according to each program.

If a student, secondary or adult, is known to be an out-of-district resident but is a property taxpayer within the district, as evidenced by a property tax receipt to the named student or spouse for in-district property, then tuition shall be charged at the in-district rate. All other out-of-district students shall be charged out-of-district tuition calculated at twice the in-district tuition rate. (If the prospective student is a minor by age, a tax receipt is acceptable if in the name of the parent or legal guardian, with guardianship being established by legal documentation.)

By the end of the first week in class, all tuition paying students must pay the tuition due or make arrangements for payment with the administrative office. For those who are receiving financial aid, a late payment agreement must be until financial aid is processed. At the beginning of the second week, those who have not done so will not be re-admitted to class.

Any student who enters a contractual agreement for payment of tuition will be required to honor the terms of such an agreement. Failure to do so will result in termination from the program. A student will be deemed delinquent if the student becomes over 30 days past due on the payment schedule and will be subject to dismissal at such time.

Refunds

The following Institutional Refund Policy applies to students who are NOT eligible to receive Title IV federal financial aid (Pell Grant and/or OTAG). Students who participate in the Title IV programs will be required to follow the federal guidelines currently in place.

If a tuition-paying student is dropped or withdraws prior to attending 60% (315 hours) of a semester, that student will be given a refund based on actual hours attended. Conversely, a student who withdraws after attending 60% of the semester **will** not be entitled to a refund. The unused portion of any tuition paid in excess of a \$20.00 administrative fee will be refunded according to the following scale:

$$\begin{aligned} \text{Number of hours attended} \quad X \quad & \text{p.h. program rate of tuition (in district)} = \text{Cost of Tuition} \\ & \text{p.h. program rate of tuition (out of district)} \\ \text{Tuition paid} - \text{Cost of Tuition} & = \text{Amount of refund} \end{aligned}$$

There is no refund on books, lab fees, uniforms, or items that cannot be reused due to health and sanitary reasons.

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The student withdrawal form must be properly completed and signed by the student prior to a tuition refund check being issued. Students must personally sign for the refund check at the time it is picked up.

Federal Title IV Return of Unearned Funds

1. Federal law now specifies how a school must determine the amount of federal financial aid* that a student earns if he/she withdraws, drops out, is dismissed or takes a leave of absence prior to completing more than 60% of a payment period.
2. The amount of federal financial aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed more than 60% of the payment period or period of enrollment, all financial aid assistance is considered to be earned.
 - A. **Percent earned** = Number of clock hours completed up to the withdrawal date** divided by total clock hours in the payment period or period of enrollment
 - B. **Percent unearned** = 100% minus percent earned
3. When a student receives federal financial aid in excess of earned aid,
 - A. The school returns the lesser of:
 1. Institutional charges multiplied by the unearned percentage, or
 2. Title IV federal financial aid disbursed multiplied by the unearned percentage
 - B. The student returns:
 1. Any remaining unearned aid not covered by the school
 2. Any grant amount the student has to return is a grant overpayment, and arrangements must be made with the school or Department of Education to return the funds.
4. The student can be billed for funds the institution is required to repay

*Federal financial aid includes the federal Pell Grant, federal Supplemental Opportunity Grant (SEOG), federal Stafford Loans (subsidized and unsubsidized), federal PLUS Loans for parents and Talent Incentive Program (TIP) grants.

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CROSS-REFERENCE: Policy FD, Student Residency
Student Handbooks

NOTE: The Southwest Technology Center Board of Education reserves the right to enter into reciprocity agreements with other bordering technology centers to accept adult students at resident tuition rates. Such agreements are entered into annually.

Adopted: January 1994 as policy S-113, policy S-114, and policy S-115

Revised: November 1995
August 13, 2001
March 12, 2003