

# Refund Policy

Students who withdraw or have a net reduction of credit hours below full-time status will be eligible for a refund of tuition as follows:

- 100% Before the first date in term that classes are offered (start of term)
- 100% First day of class through add/drop period
- 0% After end of add/drop period

**Important:** Students who remain in class after the end of the add/drop period will be responsible for paying 100% of tuition and fees.

Students who never attend classes for which they are enrolled will be considered to have constructively withdrawn before the start of the term.

## Refund Policy for Financial Aid Recipients

The OCtech Financial Aid Office will recalculate federal financial aid based on the percentage of earned aid for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a semester. If a student owes a balance to the College, he/she will be notified by the OCtech Financial Aid Office. A copy of the official recalculation policy is available in the OCtech Financial Aid Office.

## Corporate Training and Economic Development Refund Policy

Requests for refunds will be accepted until 48 hours before classes begin. These requests must be made in person or in writing and either presented or postmarked 48 hours in advance to the Corporate Training and Economic Development Office at the College. NO REFUNDS WILL BE GRANTED TO STUDENTS AFTER THIS DEADLINE.

## Course Cancellation Refund Policy

Courses will be cancelled only on the approval of the Vice President for Academic Affairs and the appropriate Academic Dean. Full refunds will be made to students registered in classes cancelled by the College.