

**Grand River Technical School
Post-Secondary Tuition Refund Policy**

CANCELLATION:

GRTS post-secondary training programs have been established through rigorous state approval processes, and regional and national accreditation processes; therefore it is extremely rare that a course would be cancelled by the institution. In the rare event this should happen, students would receive 100% refund of tuition and fees paid, within 45 days of the planned start date.

EARLY WITHDRAWALS

Application fee is non-refundable. (Application fee is \$50. EMS programs' application fee is \$100).
Tuition is due first day of school. Students who withdraw on or before the first day of classes will receive 100% refund.

WITHDRAWAL AFTER SCHOOL BEGINS

Refunds will be made for any tuition (exclusive of enrollment fee) which was paid during the current semester based on the following percentages:

Withdrawal prior to 1 st day of class	100% of tuition
Withdrawal during the 1st week of classes	75% of tuition
Withdrawal during the 2nd week	50% of tuition
Withdrawal during the 3rd week	25% of tuition
Withdrawal during the 4th week of classes	NO REFUND

NOTE: Students who have not paid tuition or are waiting for financial aid and withdraw will be responsible for paying 25% of their tuition/fees, week 1; 50%, week 2; 75%, week 3; and the entire amount after that time.

Any refunds due to the student will be processed within 45 days from the date the school determines the student has withdrawn. **Students voluntarily withdrawing must submit an official withdrawal form.**

Refunds, when due, are made without requiring a request from the student.

REFUND DISTRIBUTION POLICY FOR STUDENTS RECEIVING FINANCIAL AID

The school will apply the following priorities in refunding to Title IV programs:

- 1st to Pell Grant & Military TA programs
- 2nd to Missouri Grant and other State funded Grants
- 3rd to Institutional Scholarship
- 4th to Student

It is recommended that students review the Treatment of Title IV Aid when a Student Withdraws form in the Post-Secondary Student Handbook.

SHORT TERM CLASSES:

For students enrolled in Professional Development, Continuing Education, or Limited Contract Instruction (short term courses) the following refund policies apply:

Short Term Community Education Classes – Minimum of 10 students required for class to commence. GRTS will refund 100% tuition/fees paid for classes cancelled by the institution. No refunds will be given for students who begin attendance and later withdraw.

CNA, CMT & Firefighter I/II - offered by contract, at the request of the employing agency – Minimum of 10 students required for class to commence. GRTS will refund 100% tuition/fees paid for classes cancelled by the institution. For students who begin attendance, refunds will be given according to the following policy:

Withdrawal prior to class start.....	100%
Withdrawal during the 1 st or 2 nd week.....	75%
Withdrawal during the 3 rd or 4 th week.....	60%
Withdrawal during the 5 th week.....	50%
Withdrawal after the 5 th week.....	NO REFUND

Note: GRTS reserves the right to deviate from this refund policy when it is in the best interest of all parties, so long as all Federal & State policies are enforced.