



Student Catalog Addendum
Addendum Date: 12/15/2023
Expected Effective Date: 12/15/2023.
Effective Date of Catalog: 12/1/2023

Please replace the refund policy that starts on page 27 with this policy. Line Item F was added to the policy.

Refund Policy

Refund Policy

- A. If an applicant is not accepted for admission, all monies received by the school prior to the denial of admission will be refunded.
- B. **BUYER'S RIGHT TO CANCEL:** Students who wish to cancel their enrollment must notify the school's Campus Director in writing. All monies paid will be refunded if the student notifies the school of cancellation not later than midnight of the 5th day after the date of the Enrollment Agreement which has been signed by the student and the authorized school admissions representative and before student attends any class.
- C. Students who cancel their enrollment **after** midnight of the 5th day (as described in Paragraph B), but before Orientation, or who never attend class and did not notify the college in writing shall be refunded all monies paid to Valley College except the registration fee.

- D-1. For Diploma and Degree programs other than Practical Nursing and Nursing Associate
Students who withdraw after the first day of instruction in diploma or degree programs shall be refunded based on the contract price per payment period according to the following percentages:

Within the five-day window, per Paragraph B	All but kit/book expense (for physical and electronic books), as applicable
Outside of the five-day window, per Paragraph B, but within 12 calendar days or less attendance time	All but the registration fee and kit/book expense (for physical and electronic books), as applicable
*more than twelve (12) calendar days through 60% completion of current payment period	**Pro-rata refund of tuition of current payment period plus graduation fee
*more than 60% completion of the current payment period	**No Pro-rata refund for current payment period plus graduation fee

*A Title IV Return of Funds Calculation is required if the student received Federal Student Financial Aid (FSA) funds for the enrollment period. If the student withdraws, Valley College must determine the amount of FSA program assistance that was earned. The institution will perform this calculation on a payment period basis, and any unearned Title IV funds will be returned by the institution for its share and the student will be advised of their portion to return, if any. The student will be obligated to Valley College for any tuition, fees, or books not covered by Title IV funds.

** A pro-rata refund is a proportional amount of tuition based on the number of calendar days from the first day of scheduled class to the end of the current payment period. Refunds are calculated using the pro-rata refund formula prescribed by federal regulations. Please consult with the Valley College Financial Aid Office for more information. (Example of a pro-rata refund: A student who withdraws after completing 30 days of a 240-day payment period would be charged 30/240 or 12.5% of the tuition for that payment period.)

D-2 Practical Nursing Diploma and Nursing Associate Degree Programs

Students who withdraw after the first day of instruction in diploma or degree programs shall be refunded based on the contract price per payment period according to the following percentages:

Within the five-day window, per Paragraph B	All but non-refundable fees (Entrance Exam and Background and Drug Screening), uniform and kit/book expense (for physical and electronic books), as applicable
No-Start for Nursing -Outside of the five-day window, per Paragraph B, but within 12 calendar days or less attendance time.	All but the registration fee, non-refundable fees (Entrance Exam and Background and Drug Screening), uniform and kit/book expense (for physical and electronic books), as applicable
Extended No-Start for Nursing –If the student starts the program and the Ohio BCI or FBI background check comes back with a disqualifier and the student cannot continue in the program.	All but the registration fee, non-refundable fees (Entrance Exam and Background and Drug Screening), uniform and kit/book expense (for physical and electronic books), as applicable
*more than 12 calendar days through 60% completion of current payment period	**Pro rata refund of tuition of current payment period plus graduation fee
*more than 60% completion of the current payment period:	**No Pro-rata refund for current payment period plus graduation fee

*A Title IV Return of Funds Calculation is required if the student received Federal Student Financial Aid (FSA) funds for the enrollment period. If the student withdraws, Valley College must determine the amount of FSA program assistance that was earned. The institution will perform this calculation on a payment period basis, and any unearned Title IV funds will be returned by the institution for its share and the student will be advised of their portion to return, if any. The student will be obligated to Valley College for any tuition, fees, or books not covered by Title IV funds.

** A pro-rata refund is a proportional amount of tuition based on the number of calendar days from the first day of scheduled class to the end of the current payment period. Refunds are calculated using the pro-rata refund formula prescribed by federal regulations. Please consult with the Valley College Financial Aid Office for more information. (Example of a pro-rata refund: A student who withdraws after completing 30 days of a 240-day payment period would be charged 30/240 or 12.5% of the tuition for that payment period.)

D-3. The Commercial Driver License (CDL) Class A program is offered in Ohio.

Students who withdraw after the first day of instruction in diploma or degree programs shall be refunded based on the contract price per payment period according to the following percentages:

Time Frame Hours	Refund
Student completes up to 40% of the program (up to 64 hours)	Refund 100% of the tuition
Student completes greater than (>) 40% of the program (> 64 hours)	No refund

The CDL program is not eligible for Federal Student Financial Aid grants/loans programs.

- E. All refunds shall be made within 45 calendar days of official withdrawal or 45 calendar days of the date of determination of withdrawal if the student does not officially withdraw. Refunds for students funded by third parties will be returned to the appropriate funding party per applicable regulatory or contractual requirements.
- F. Refunds for any self-pay funds must be issued within 30 days of withdrawal determination.
- G. If the institution cancels a program subsequent to a student's enrollment and prior to student completion, the student shall be refunded all monies paid.
- H. Students receiving VA benefits will receive a pro-rata refund for any portion of the program not completed, plus the graduation fee but excluding textbooks. This pro-rata refund includes any registration fee in excess of \$10.00. Refunds will be made as provided in VA Regulations 38CFR21-4255.

If the account is not paid as agreed to, and it becomes necessary to refer the account to a Collection Agency, the student will be responsible for all collection fees to include reasonable attorney fees, skip tracing fees and court costs and collection agency fees.

All communication relating to withdrawal or refund must be addressed to the Campus Director. Valley College will acknowledge, in writing, any valid official notice of cancellation received.

NOTE: Withdrawal prior to graduation does not relieve the student of the responsibility to complete payment on any student loan that may be outstanding after an appropriate refund has been made by the College. Any refunds due because of a student's withdrawal from the College will be refunded in the following priority:

Unearned unsubsidized Direct Stafford loans; unearned subsidized Direct Stafford loans; unearned Direct PLUS loans; unearned Federal Pell Grants; required refunds of other Federal, State, private or institutional student financial assistance received by the student.

After applicable refunds are made, Valley College will bill the student for any balance due.