



VALLEY COLLEGE
Student Catalog Addendum
Effective Date of Addendum: 2/20/2024
Reposted Date: 3/4/2024.
Effective Date of Catalog: 12/1/2023

Please replace the refund policy that starts on page 27 with this policy. Section D has been modified. Section D-1 applies for all diploma and degree programs. No changes have been made to the CDL refund policy (D-2). This refund policy goes in applies to students who enroll for the March 19, 2024 start and future starts.

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. Students who withdraw after the first day of instruction 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 charges
Outside of the five-day window, per Paragraph B, but within 12 calendar days or less attendance time	All charges but the registration fee
*more than twelve (12) calendar days through 60% completion of current payment period	**Prorata refund of tuition and fees of current payment period
*more than 60% completion of the current payment period	**No Prorata refund for current payment period; graduation fee (if applicable)

*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. 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.

Valley College revised its FERPA policy to include a statement about background checks for students who are in programs that are required to provide background checks to the college. Please replace the language found on page 41 with the language below:

Privacy of Educational Records

The Family Educational Rights and Privacy Act (FERPA) gives students the right to inspect their educational records upon reasonable notice. The Act also guarantees the privacy of student educational records and sets forth the conditions and circumstances under which a student's educational records may be shown to others. Student records are maintained by the college for a minimum of five years after the student separates from the college due to graduation or being withdrawn from their program of study.

Generally, the College must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA (34 CFR §99.31) allows schools to release student information without the student's written consent if the disclosure is to:

1. Other schools to which a student is transferring
2. Specified officials for audit or evaluation purpose

3. Appropriate parties in connection with financial aid to a student
4. Organizations conducting certain studies for or on behalf of the school
5. Accrediting organizations
6. To comply with a judicial order or lawfully issued subpoena
7. Appropriate officials in cases of health and safety emergencies (and)
8. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, diplomas/degrees, enrollment status, and dates of attendance. However, the student may specifically request in writing that such directory information not be disclosed, in which case the information should not be released.

Students who feel that their rights under the Act have been violated are entitled to request a hearing before a school official who has no direct interest in the outcome of such a hearing to resolve the problem. A copy of the school's policy and procedure on "Rights of Student Privacy" is posted on college's Consumer Information web page.

<https://valley.edu/consumer-information/>

Release of CBC or BCI documents obtained for academic purposes for externship, clinical or CDL courses. Upon student written request, Valley College will release a paper copy of a student's CBC or BCI to the student. The preferred method is to release the document to the student in person at the school. Students are reminded that the third-party vendor only used criteria specific to Valley College when conducting the background check. Other schools and employers may use different criteria and may not accept this background check as an official document. If the student does not start the Externship course,