



Refunds for Class Cancellation

If a class is cancelled by the Lancaster County Career & Technology Center, all students will be refunded 100% of all pre-paid tuition and fees. Students are not required to request that prepaid tuition and fees be refunded. Refunds of pre-paid tuition and fees occur automatically and shall be made within 30 days of the planned start date of the class.

Refunds for Students who Withdrawal On or Before the First Day of Class

If a student fails to commence class or withdraws from class on the first day of school, the school will retain no more than \$100 of pre-paid tuition or fees. Students are not required to request that any prepaid tuition and fees in excess of the first \$100 be refunded. Refunds of pre-paid tuition and fees in excess of \$100 occur automatically and shall be made within 30 days of the planned start date of the class.

School Fee Refund Schedule

Students withdrawing from their program are eligible for partial tuition refunds. The following refund schedule for tuition applies following the first full class day.

- Withdrawal during the first week of Payment Period - 75%
- Withdrawal during the second week of Payment Period - 50%
- Withdrawal during the third week of Payment Period - 25%
- Withdrawal after the third week of Payment Period - no refund

Refunds will be made on tuition charges for each Payment Period when a student is determined to be withdrawn from training at the Lancaster County Career & Technology Center. Refunds, when due, shall be made within 30 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines the withdrawal by the student.

Title IV Refund Policy

Students benefiting from receiving Title IV federal funds will have their federal financial aid refunds calculated as per federal regulations.

The Department of Education (DOE) specifies that LCCTC must determine the amount of financial aid program assistance that you earn if you withdraw from your program of study. The DOE requires that when you withdraw during a payment period, the amount of the financial aid program assistance that you have earned up to that point is determined by a specific Title IV formula. If you received, or LCCTC received on your behalf, less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

The amount of assistance that you earned is determined by using the Title IV Refund Calculation. That is, if you completed 30% of the payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all of your assistance.

When a student withdraws and refunds are required to be returned, the following distribution list is used to return the funds.

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant

If LCCTC is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS loan) repay in accordance with the terms of your loan agreement, or you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that is your responsibility to repay. Any amount that you have to return is a grant over-payment, and you must make arrangements with LCCTC or the Department of Education to return the funds.