

REFUND POLICY FOR WIA ELIGIBLE TRAINING PROVIDERS

This refund policy shall apply to entities requesting and receiving approval as a Workforce Investment Act Eligible Training Provider as allowed by PL 105-220 Section 122 and its regulations.

If the Eligible Training Provider (ETP) already has a refund policy in place through its accrediting entity, in its standard catalog, or in other widely distributed official form, the existing policy will be used. In the absence of an existing refund policy, the ETP shall adopt the following refund policy based on MS Code Sec. 75-60-18 regarding proprietary schools as follows. The following policy will not summarily supercede an existing policy; rather the following policy will be implemented if the ETP does not have a refund policy.

I. The tuition refund policy for the first term or quarter of any program at ETPs relevant to this policy shall be as follows:

- A. For programs that are divided into quarters of up to fourteen (14) weeks, the ETP shall evenly divide the total tuition charges among the number of quarters. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
 1. Zero percent (0%) of the quarter's tuition if the termination is during the first week of instruction; or
 2. Twenty-five percent (25%) of the quarter's tuition if the termination is during the second week of instruction; or
 3. Fifty percent (50%) of the quarter's tuition if the termination is during the third week of instruction; or
 4. Seventy-five percent (75%) of the quarter's tuition if the termination is during the fourth week of instruction; or
 5. One hundred percent (100%) of the quarter's tuition if the termination occurs after the fourth week of instruction.
- B. For programs organized by terms of fifteen (15), sixteen (16), seventeen (17), or eighteen (18) weeks each, the ETP shall evenly divide the total tuition charges among the number of terms. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
 1. Zero percent (0%) of the term's tuition if the termination is during the first week of instruction; or

2. Twenty percent (20%) of the term's tuition if the termination is during the second week of instruction; or
3. Thirty-five (35%) of the term's tuition if the termination is during the third week of instruction; or
4. Fifty percent (50%) of the term's tuition if the termination is during the fourth week of instruction; or
5. Seventy percent (70%) of the term's tuition if the termination is during the fifth week of instruction.
6. One hundred percent (100%) of the term's tuition if the termination occurs after the completion of the fifth week of instruction.

II. The tuition refund policy for the second, third, and subsequent term(s) or quarter(s) of any program at ETPs relevant to this policy shall be as follows:

- A. For programs that are divided into quarters of up to fourteen (14) weeks, the ETP shall evenly divide the total tuition charges among the number of quarters. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
 1. Twenty-five (25%) of the quarter's tuition if the termination is during the first week of instruction; or
 2. Fifty percent (50%) of the quarter's tuition if the termination is during the second week of instruction; or
 3. Seventy-five percent (75%) of the quarter's tuition if the termination is during the third week of instruction; or
 4. One-hundred percent (100%) of the quarter's tuition if the termination occurs after the third week of instruction.
- B. For programs organized by terms of fifteen (15), sixteen (16), seventeen (17), or eighteen (18) weeks each, the ETP shall evenly divide the total tuition charges among the number of terms. After instruction is begun at an ETP, if a student withdraws or is discontinued, the school may retain no more than:
 1. Twenty percent (20%) of the term's tuition if the termination is during the first week of instruction; or

2. Thirty-five (35%) of the term's tuition if the termination is during the second week of instruction; or
3. Fifty percent (50%) of the term's tuition if the termination is during the third week of instruction; or
4. Seventy percent (70%) of the term's tuition if the termination is during the fourth week of instruction.
5. One hundred percent (100%) of the term's tuition if the termination occurs after the completion of the fourth week of instruction.

III. Other Requirements

- A. No program/course shall have a term in excess of eighteen (18) weeks.
- B. The amount of the refund shall be calculated based on the last day of student class attendance.
- C. Any refund due shall be paid by the ETP within forty-five (45) days of the date on which the student withdraws from the program. For the purposes of this policy, such date shall be the earliest of (1) the date on which the student gives written notice to the ETP or (2) the date on which the student is deemed to have withdrawn, as herein provided.
- D. If a student has failed to attend classes for a period of thirty (30) calendar days, the ETP shall send by regular mail a notice to the student, and a copy to MDA, that the student shall be deemed to have withdrawn from the program if the student does not notify the school to the contrary within twelve (12) days from the date on which the letter is sent. If the student fails to respond within such twelve-day period, the student shall be deemed to have withdrawn and the appropriate refund shall be made.
- E. The Local Workforce Area and the State of Mississippi reserve the right to negotiate a provider's existing refund policy or enforce the standard policy if such existing policy is found to be excessive.

TRAINING LENGTH EQUIVALENTS

The following table gives the guidelines for determining the length of a training program when the duration as listed on the Eligible Training Provider List does not conform to the standard school semester format. Any training length as shown on the eligible training provider list that is not included in this table shall be referred to the fiscal agent for definition.

Training Defined by:				
Semesters	One Semester	Two Semesters	Three Semesters	Four Semesters
Years	N/A	One continuous twelve month time period	N/A	One continuous twenty-four month time period
Months	Less than five months	Five months through twelve months	More than twelve months but not more than eighteen months	Any training with a duration in excess of eighteen months
Weeks	Eighteen weeks or less	Two full eighteen week training periods	Three full eighteen week training periods	Any training with a duration in excess three full eighteen week training periods
Days	90 days or less	91 days through 260 days, inclusive	261 days through 390 days, inclusive	Any training in excess of 390 days
Hours	720 hours or less	721 hours through 2,080 hours, inclusive	2,081 hours through 3,120 hours, inclusive	Any training in excess of 3,120 hours