

STUDENT WITHDRAWAL FORM

Student Name: _____

Address: _____

Phone #: _____

Course(s) enrolled in: _____

Date dropped: _____

Reason dropped: _____

Please check box

I acknowledge that there is a \$10.00 processing fee that will be deducted from the refund amount for the Community Education Classes that are less than 100 hours (excluding Security Guard & On-Line Classes). The Refund Policies for all classes are on the 2nd page.

Signature: _____

Date: _____

Please submit form by mail, e-mail, fax or in person to:

MADISON ONEIDA BOCES
Continuing Education Office
4937 Spring Road
P.O. Box 168
Verona, NY 13478-0168

Fax: (315) 361-5810
E-Mail: dkotwica@bocesce.org

All refunds will be processed within 7 – 10 business days after receiving the withdrawal request.

BOCES Consortium of Continuing Education Refund Policy

Community Education Classes (less than 100 hours)

Prior to 5 business days before course starts a full refund minus a \$10 processing fee will issued. Within 5 business days of course starts but before the second class date - a \$10 processing fee will be retained and a **Tuition Voucher*** will be given for the remaining balance. No refunds will be given after second class date.

Career and Technical Education (100 - 500 hour courses)

Prior to 5 business days before course starts a full refund minus \$10 processing fee will be charged. Within 5 business days of course start date 10% of tuition is withheld. After course begins:

<u>Period of Time</u>	<u>Student's Liability</u>
Week 1*	30% of tuition withheld
Week 2*	50% of tuition withheld
Week 3*	75% of tuition withheld
Week 4*	100% of tuition withheld

All refunds due will be given in the form of a **Tuition Voucher**. **Tuition Vouchers** may be used toward any Continuing Education course within 16 months from the date issued.

Licensed Practical Nurse

Please Refer To Your LPN Handbook

Cosmetology

Please Refer To Your Cosmetology Handbook

Heating Ventilating and Air Conditioning

Before 135 th program hour	30% of tuition withheld
After the 135 th and before the 270 th program hour	50% of tuition withheld
After the 270 th and before the 400 th program hour	75% of tuition withheld
After 400 th program hour, NO TUITION IS REFUNDED .	

Security Guard Courses

As a DCJS approved security guard training school BOCES does not assess any non-refundable registration fees, deposits, or cancellation fees. Students will be entitled to a 100% refund at any time prior to the start of instruction. If an 8 hour course is divided between two 4 hour days, student will be entitled to a 50% refund if the student cancels after the start of instruction, but before start of second 4 hour block. 16 hour OJT course: Student will be entitled to a 50% refund if the student cancels after the start of instruction, but before the start of the second 8 hour block of instruction. If the instruction is divided between four 4 hour sessions, the refund schedule shall be 75%, 50%, and 25%.

On-Line Courses

Refund policy for online courses will be in compliance with Ed2Go provider policies.