

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3253

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PROCEDURE TITLE: Refunds for Vocational Credit and Continuing Education Courses

STATUTORY REFERENCE: FLORIDA STATUTE 1001.65
STATE BOARD OF EDUCATION RULE 6A-14.0541

BASED ON POLICY: I-35 Refund of Student Fees

EFFECTIVE DATE: February 20, 1976

LAST REVISION DATE: October 11, 2005

LAST REVIEW DATE: October 11, 2005

I. PURPOSE

To provide for refunds for vocational credit and continuing education courses.

II. PROCEDURE

A. Vocational credit and continuing education fees are refundable:

1. If the College cancels a class section.
2. For one-day courses and workshops, if the student fees are paid in full and the student make an official withdrawal at least one day prior to the day of class.
3. For two or more days courses, if the student fees are paid in full and the student made an official withdrawal prior to the second class meeting.

B. Class Cancellation


1. The College may cancel a class section because of insufficient enrollment, in adequate classroom space, non-availability of an instructor, or for other sufficient reasons. Students enrolled in classes cancelled by the College are entitled to a full refund.
2. The cancellation of a class results in the issuance of a refund check to all registered students through the computerized refund system.

C. Individual Student Withdrawal

1. A student enrolled in a vocational credit or continuing education class may officially withdraw through the registration system and receive a refund if action is taken within the 100% refund period.

D. Administrative Authorization of Refunds

1. Students who are administratively withdrawn from courses for reasons other than disciplinary action or failure to satisfy program requirements may be entitled to a full refund of registration charges.
2. Students who are withdrawn from courses for disciplinary reasons are not entitled to a refund of registration charges.
3. The chairman, director, or associate dean of the campus non-credit organization may authorize a refund in instances not covered in B. or C. Reasons for the refund should be fully explained on the Schedule Change Card.

	
	10/11/05
PRESIDENT	DATE