



Payment of Tuition and Policy Consent

Refunds for Students Who Withdraw on or Before the First Day of Class: If tuition and fees are collected in advance of the start day of classes and the student does not begin classes or withdraws on the first day of classes, not more than \$100 of the tuition and fees will be retained by the institution.

For Course-based, Externship, and Blended courses: Students who withdraw from a course within the first 15 business days from the start date will be granted 100% refund of tuition and fees. No refund will be granted thereafter, with exceptions granted on a case-by-case basis by training division directors and/or a vice president.

For Defined Entry, Defined Exit Programs: Refunds for classes and programs that operate with a fixed beginning and ending date, and for which a flat tuition rate is charged in advance, will be made as follows: 100% of tuition and fees prior to the beginning of class; 50% of tuition only after the beginning of class up to the point that 33% of the instruction occurred, and 0% thereafter, with exceptions to be granted on a case-by-case basis by training division directors and/or a vice president.

Schedule Changes Within a Course: Students may change their schedule up to three times for a given course before the first five days of the course are completed. There is a \$5 Schedule Change Fee that may be waived for requests due to documented changes to a student work schedule. Davis Tech will provide Verification of Enrollment following the first five days of class attendance. Work-Related schedule changes must be brought to Student Services within ten days of the absence for the absence to be adjusted.

Repayment Terms: Refunds, when due, shall be made within 45 days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or from the date the institution terminates the student or determines that the student must be withdrawn. This includes refunds for students who never begin the course. Payment for a class must be made at the time the class is scheduled. Unpaid accounts may be referred to collections and will be assessed a collection fee in addition to the balance owed. Student agrees to pay collection costs up to 33% of amount due on unpaid balances.

You are responsible to complete each class by the assigned end date. Failure to complete a class by the defined end date will require reenrollment and repayment for the class.

If you miss ten consecutive scheduled days, you will be withdrawn from Davis Tech and will need to reenroll and re-pay for the class and a **\$12 schedule reactivation fee** in order to complete it.

If you go 120 calendar days without a schedule you will be withdrawn from the college. Reenrollment after 120 calendar days will result in a **\$45 reenrollment fee**.

Once you have completed a class, you have five (5) business days to go to Student Services to schedule, pay for, and start your next class in order to maintain enrolled status. After five days, you will be assessed a **\$12 schedule reactivation fee**. You must start class on the next class day.

If you are withdrawn for any reason, you are required to pay a **\$12 schedule reactivation fee**. Failure to reenroll within 120 days will result in a **\$45 reenrollment fee**.

The full Davis Tech Student Policies can be downloaded from <http://www.davistech.edu/policies>.

Payment of Tuition

Regular tuition is due upon scheduling. High School Students: Failure to pay fee upon scheduling may result in credits not being transferred to high school to count for high school graduation. All students are responsible for course materials.

Failure to pay may result in the student losing his/her spot in the class.

Agency or Employer sponsorship is the responsibility of the student. If a sponsor fails to pay tuition, the responsibility for tuition reverts to the student. It is the student's responsibility to ensure that appropriate paperwork is on file with the Cashier's office prior to scheduling a class.

It is the student's responsibility to withdraw from classes when they have either completed their objective or when they decide to quit attending, including when the student completes a course early.

Certificates, Diplomas, Transcripts, or Enrollment Verifications will not be issued until the student has resolved all charges against their account.

School Safety Information/Informed Consent

Dear Prospective Student,

As a student, you will have the opportunity to participate in supervised class activities that may involve the use and operation of tools and equipment specific to an industry.

Appropriate instruction in the safe operation of assigned tools, equipment and procedures will be given to you. Precautions are taken to prevent accidents, but a certain risk is involved due to the nature of the experiences and the learning environment. Practicing safety procedures is essential.

You are responsible for following ALL of the safety policies and procedures, which have been established for the program.

You are also liable for any injuries, accidents, property damage, or other harm that may occur while using these tools and equipment due to your own negligence.

Thank you for your assistance in maintaining a safe learning environment.

I have read this document and understand the type of program in which I am enrolled and its inherent risks. I agree to observe all safety rules and procedures for the safe operation of equipment and conduct in this course.

I understand that Davis Technical College is not liable for any injuries, accidents, or personal harm due to my own negligence that may befall me during my use of assigned tools, equipment, and activities as part of my learning experience.