

MANATEE TECHNICAL INSTITUTE

REFUND POLICY

Manatee Technical Institute has a fair and equitable refund policy for the refund of tuition, fees and other institutional charges. Refunds **will not** be processed until all financial obligations have been cleared.

Books and uniforms purchased at the MTI Bookstore may be refunded within 10 days of the date of purchase. To return books they must be unused with no marks. If the book was purchased in shrink wrap, the shrink wrap must still be intact. Uniforms must be undamaged and not washed or worn. If the uniform was special ordered, there are no refunds. Students need to see bookstore personnel for refunds. Uniforms or books purchased from an outside vendor must adhere to that vendor's refund policy. Books and uniforms purchased from the Criminal Justice Academy are non-refundable.

Refunds for tuition and fees are printed below:

1. If before the first class meeting, MTI cancels a class, denies a student's enrollment, or a student withdraws:

- a. TUITION – 100 percent refund
- b. FEES – All fees refunded except registration/application fee/parking fees (if issued)

2. If a student is enrolled or enrolls during a term, but withdraws within the first two weeks of enrollment (including no-shows):

- a. TUITION – 100 percent refund
- b. FEES – Any amount over \$100 refunded, excluding registration, application, and parking fees (if issued).

3. If a student is enrolled and withdraws on or after the fifteenth calendar day of a program's start date or student's official enrollment date:

- a. TUITION – No refunds
- b. FEES – No refunds

Refunds for students who are in the military and are called to active duty will be made on an individual basis by an assistant director and/or director.

NOTES:

MTI breaks down the total tuition and fees due during the school year into four payments. Payments are due before the beginning of each quarter or payment period. The tuition/fee schedule below is based on 1080 hours (standard program hours available during 08/09 for students attending Quarters 1-4:

Quarter 1	270 hours or 25%	is due in August
Quarter 2	540 hours or 50%	is due in October
Quarter 3	810 hours or 75%	is due in January
Quarter 4	1080 hours or 100%	is due in March

New students are allowed entry at the beginning of each quarter or payment period. All students are enrolled until fiscal year end.

There is no refund for any class of less than 32 hours.

There is no refund for personal enrichment classes if the student attends one class.

There is no refund for the TABE test.

Students may request a refund through a counselor at the time they complete their withdrawal form. However, MTI will refund tuition and fees without a request from the student. All refunds will be distributed within 45 days of the completed refund request or once a student's unofficial withdrawal has been ascertained. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 30 days). An official or unofficial withdrawal is determined by the next class meeting after the last date of attendance.

A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

Please note that MTI does not require up front payment for an entire program. MTI does not bill for terms that have not begun. Actual refunds will be made based on actual payments received at the time a refund is deemed necessary.