

## **Connecticut Technical High School System Adult Education Tuition and Fees Refund Policy and Procedures**

### Procedures for Withdrawal

If order to officially withdraw from an adult education program in the CTHSS and be considered for a tuition refund, candidates must complete and **submit to the school's Guidance Office**, the following two documents available from the district's Adult Education webpage ([www.cttech.org/AdultED](http://www.cttech.org/AdultED)):

- 1. Student Withdrawal Form**
- 2. Request for Tuition Refund Form (Appendix IX)**

Upon approval of the Student Withdrawal Form by a school administrator (principal or assistant principal), students may be eligible for a tuition refund.

### Eligibility for Tuition Refunds

- Except for withdrawal due to military action or serious illness, if the Student Withdrawal Form is received from the student **prior to the first scheduled class session**, the student is eligible for a 100% tuition refund.
- Except for withdrawal due to military action or serious illness, If the Student Withdrawal Form is received from the student **after the first scheduled class session**, but **prior to the fourteenth (14<sup>th</sup>) calendar day from the first scheduled class session**, the student is eligible for a 60% tuition refund.
- Except for withdrawal due to military action of serious illness, if a Student Withdrawal Form is received after the fourteenth (14<sup>th</sup>) calendar day from the first scheduled class session, the student is not eligible for a tuition refund.
- All requests for tuition refunds due to military action and supported by written documentation from the military are eligible for 100% tuition reimbursement;
- All requests for tuition refunds due to serious illness and supported by written documentation from a medical professional are also eligible for 100%tuition reimbursement;

### Processing of Tuition Refunds

If the student meets the eligibility requirements for a tuition refund, the Request for Tuition Refund Form (Appendix IX) completed by the student will be forwarded from the school administrator to the school's business office and then to the State Department of Education's (DOE) Payments Unit.

The SDE Payments Unit will then issue a state invoice utilizing the State of Connecticut's official accounting system (CORE-CT) and transmits the invoice to the State Comptroller for issuance of a refund check payable to the student within the state's payment timelines (currently net 45 days).