

TTI Refund Policy

Tuition and lab fees will be routinely refunded if a class or course does not begin as scheduled or is cancelled. Career and Technical Education Certificate Program refunds shall be permitted only under the following circumstances:

Returning Students

When a student must return to complete a program they will be invoiced a full semester and charged accordingly. If the student completes within the first 9 weeks, they will be refunded for the second 9 weeks. If they go over the 9 week timeframe—no refund will be issued.

Class Rescheduled

In the event TTI must reschedule a class, course or program, including a change in date or time, tuition, lab and registration fees will be refunded. TTI will initiate a refund.

Return of Title IV Funds

If a student withdraws on or before completing 60% of the course(s) within a payment period for which they have received Title IV funds, the school will complete a calculation to determine if any funds are to be returned to Title IV for the payment period. The calculation will determine the Title IV aid earned and unearned for the time enrolled. The school and/or student may be responsible for returning funds. Examples of calculations of funds, earned time, and unearned time may be found in the Financial Aid office.

If a student withdraws prior to a disbursement, the student may be eligible for a post withdrawal disbursement. The school will notify the student within 30 days of his/her withdrawal as to the amount of Title IV disbursement available. The student has 14 days from the date the school notified the student to reject or accept the disbursement. For more information, contact the Financial Aid Representative at (850) 838-2545.

Medical Withdrawal

In the event a student is required to withdraw due to an ongoing medical condition, it is the responsibility of the student to provide documentation from a physician. If approved, a lab fee refund will be pro-rated to the last date of attendance. Students must notify registration with appropriate documentation within five working days of the last class day of attendance. Upon approval, TTI will initiate refund.

Continuing Education Courses Refund Policy

Courses under 75 hours will not receive a refund of any kind unless the course is cancelled or a change is initiated by TTI. Tuition, fees and lab fees are routinely refunded if a continuing education course does not begin as scheduled or is cancelled. Students will not be eligible for a refund or transferred to another class unless the student meets one of the following criteria:

Death

In the event of a death of the student, parent, child, or spouse, notification must be provided with proper documentation to the Registration Office within ten business days of the student's last date of attendance. Tuition refund will be prorated. Upon approval, TTI will initiate refund.

Drop/Add

Students who withdraw prior to or during the first week of classes for any CTE Certificate Program will be refunded tuition and lab fees only. Students must withdraw through the Student Services Office. It is the responsibility of the student to provide documentation to the Student Services Office within five business days of the last date of attendance. Upon approval, TTI will initiate refund.