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## REFUND POLICY AND PROCEDURE

STUDENT SUPPORT | 600.615

### Last Evaluation

10/28/2025

### Executive Staff Approval

11/10/2025

### Board Approval

12/17//2025

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## 1. Purpose

This document defines Mountainland Technical College's (MTECH) policy and procedures regarding refunds.

The MTECH Refund Policy complies with both the Utah System of Higher Education (USHE) Refund Policy for technical colleges and the requirements of the Council on Occupational Education.

## 2. Definitions

**Council on Occupational Education (COE)** - Mountainland Technical College's (MTECH) accrediting body.

**Official Withdrawal** - The last day of attendance if written notification has been provided to the institution by the student. Or the date the institution terminates the student's enrollment.

## 3. Reference

**Council on Occupational Education Handbook of Accreditation (2025 Edition),**  
Standard 7

MTECH 600.608A Student Appeals Procedure

MTECH 600.611 Progress and Attendance Procedure

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## 4. Policy

It is the policy of the college to charge student tuition, course fees, and/or other institutional charges, and to fairly and equitably provide students with a full or partial refund, when warranted, based on circumstances related to each.

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## **5. Procedure**

### **5.1 Tuition and Fees**

- 5.1.1 Students will be charged tuition and fees appropriate for the number of hours/credits in the course/program for which they register.
- 5.1.2 Students in programs which allow course retakes must coordinate with Student Services to register for the course retake. Students will be charged additional tuition and course fees for retaking any course and must pay those fees when they register.

### **5.2 Refunds**

- 5.2.1 Courses canceled by the institution will be refunded 100%
- 5.2.2 Students who officially withdraw prior to the start date of class will be refunded 100% of the tuition and course fees they paid. For information regarding withdrawal, reference MTECH's [Progress and Attendance Procedure 600.611](#).
- 5.2.3 Students who do not attend the first five (5) calendar days of their current enrollment, and fail to notify the college, will be withdrawn. Up to \$100 in fees may be retained by the college.
- 5.2.4 Students who withdraw within the first five (5) calendar days of their current course will be refunded 100% for the tuition and course fees they paid.
- 5.2.5 Students who withdraw after the first five (5) calendar days of their current course will not be refunded tuition or course fees. Tuition and course fees, including unused industry exam fees, will be refunded for subsequent pre-paid courses in their program.
- 5.2.6 Tuition and course fees are not refundable for non-credit courses that are 30 hours or less.
- 5.2.7 The \$40.00 Registration Fee is not refundable, unless the course is canceled by the institution.
- 5.2.8 The cost of any non-returnable items that were opened and/or used by the student, including textbooks, workbooks, uniforms, and eBook codes, will not be refunded.

- 5.2.9 A refund processing fee of \$10 will be applied to all refunds, unless the course is canceled by the institution.
- 5.2.10 Refunds, when due, are made without requiring a request from the student.
- 5.2.11 Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the students, or (2) from the date the institution terminates enrollment of the student.
- 5.3 [A Petition for Policy Variance](#) may be made by the student according to 600.608A Student Appeals Procedure.
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## 6. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
9/24/2015	10/5/2015	
7/18/2016	7/18/2016	8/17/2016
4/7/2017	4/10/2017	5/17/2017
11/13/2017	11/13/2017	12/20/2017
2/5/2018	2/12/2018	
8/2/2018	9/4/2018	10/17/2018
7/17/2019	7/22/2019	8/21/2019
4/8/2020	4/13/2020	5/20/2020
9/28/2021   no changes		
6/1/2022	6/13/2022	8/17/2022
5/5/2023	5/8/2023	8/16/2023
1/2/2024	1/8/2024	1/17/2024
4/11/2024	4/15/2024	5/15/2024
10/28/2025	11/10/2025	12/17/2025