



Student ID: _____

Student Name: _____

Class/Program: _____

Phone Number: _____

Campus: _____

Email: _____

Reason for Withdrawal: ☐ Return to High School ☐ Ten Day Consecutive Absence ☐ Attendance/Poor Progress
☐ Medical ☐ Military ☐ Related Employment ☐ Un-related Employment
☐ Contract Conditions Not Met ☐ Other: _____

Student Signature: _____ Date: _____

Make refund payable to: _____

Address: _____

MTECH Counselor Signature (N/A if prior to class starting): _____ Date: _____

Tuition and fee refund eligibility is outlined in the MTECH tuition and fee refund policy. To receive any refund, you must have the class instructor or administrator sign below indicating that all non-expendable books, materials, and equipment issued in the class have been returned.

Instructor Acknowledgment and Material Release

Instructor/Administrator: Please complete the checklist below, sign and date this form, and return it to the student immediately.

____ I acknowledge that the above student has withdrawn from class.
____ The student's last day of attendance was: _____ Official Drop Date _____
____ Student **has** ____ **has not** ____ returned in usable condition all non-expendable books, materials and equipment issued to equipment issued to him/her in this class.

Instructor/Administrator Signature

Date

REFUND POLICY

A \$5 refund processing fee will be applied to all refunds unless the course is canceled by the institution. The \$40 registration fee is not refundable.

Refunds will be issued within 45 days.

1.1 DEFINED-ENTRY, DEFINED-EXIT CERTIFICATE PROGRAMS

Refunds of tuition for certificate courses 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 after a student officially withdraws: 100% within the first three days of instruction, any unused tuition will be refunded within three calendar weeks of the start date, and 0% thereafter. Fees are not refundable after the third day of instruction.

1.2 OPEN-ENTRY, OPEN-EXIT PROGRAMS

Students enrolling in open-entry, open-exit programs pay tuition for the number of hours they enroll in. In the event of early withdrawal any unused tuition at the time of official withdrawal will be refunded. Fees are not refundable after the third day of instruction.

1.3 SHORT-TERM PROGRAMS/COURSES

Refund of tuition for programs/courses 51-150 hours (does not apply to specific courses which are parts of longer-term certificate programs) will be made as follows after the student officially withdraws: 100% prior to the first day of instruction; 50% within the first three days of instruction, and 0% thereafter. Fees are not refundable after the third day of instruction.

Tuition and fees are not refundable after the first day of instruction for any programs/courses 50 hours or less.

Mountainland Technical College does not discriminate on the basis of race, color, national origin, sex, age, or disabilities

FOR OFFICE USE ONLY:

Student notification of withdrawal (If MTECH withdrew student): _____

☐ Form for REFUND use only: _____

TUITION

Paid

Owed

☐ 100% Tuition Refund

Tuition Refund Due

FEES

Paid

Owed

+ Fee Refund Due

=

Processing Fee -

\$5.00

Staff Initials _____

Total Refund =