

Fort Myers Technical College Southwest Florida Public Service Academy

Refund Policy

If the school closes or cancels a class, the student will receive 100% refund of tuition and lab fees paid.

All full-time post-secondary adult students withdrawing from class during the first 5 days of a session will receive 100% refund of the tuition and lab fees paid, provided all lab supplies are returned. The \$30 application fee is non-refundable. Any adult student withdrawing after the first 5 days of a session is not eligible for a refund.

Refunds, when due, are made automatically and do not require a request from the student. Refunds, when due, are made within 30 days (1) of the last day of attendance, or (2) from the date the school determines the student to have been withdrawn.

In accordance with the Council on Occupational Education requirements, students who have not visited the school facility prior to enrollment can withdraw within three days following either attendance at an orientation or a tour of the school facilities and receive a full refund of all tuition and fees paid.

Personal Check Policy

Fort Myers Technical College (FMTC) and Southwest Florida Public Service Academy (SWFPSA) accepts personal checks as payment for student fees. Please be aware of the following policies regarding acceptance of personal checks:

- Be prepared to present your driver's license or other form of photo ID when paying by personal check.
- Refunds to eligible students who paid by personal check will not be issued until fifteen (15) working days after deposit of check into FMTC's/SWFPSA's bank account.
- Checks that are returned by the bank for any reason may be subject to service charges in addition to the amount of the check.
- Students have 5 days to make payment arrangements after being notified of a returned check. The person who wrote the worthless check has fifteen (15) business days from the date the letter is mailed to pay the check recipient the full amount of the check plus a returned-check charge. The returned-check charges allowed by law are:
 - \$25 for each check in the amount of \$50.00 or less
 - \$30 for each check in the amount of \$50.01 up to \$300.00
 - \$40 or an amount equal to 5 percent of the face value of the check, whichever is greater, for each check in the amount of \$300.00 or more.
- Any student who made payment with a check that was dishonored by his/her bank may be put on a cash or money order only status.
- If the student does not contact Bookkeeping within forty-eight (48) hours, the student will be asked to leave class until the balance due is paid. The "Statutory Notice" from the State Attorney's office regarding penalty for nonpayment of a check that has been dishonored by the bank is available in the bookkeeper's office per request.

I HAVE READ AND UNDERSTAND THE REFUND POLICY OF FMTC/SWFPSA

_____ Initial

I HAVE READ AND UNDERSTAND THE PERSONAL CHECK POLICY OF FMTC/SWFPSA

_____ Initial

Signature

Date

Please Print Name

Please Print Program Name

White: Student

Yellow: Student File

Pink: Bookkeeping

(8/16)