

Technology and Education Institute

Fee Schedule, Cancellation, and Return Policy

as of June 2010

A \$60 non-refundable registration fee is due at the time of registration. Payment can be made in the form of cash, cashier's check or money order made payable to The Turn Around Agenda. Online registration using a debit or major credit card can be done via the church website: www.ocbfchurch.org.

The following policy applies to all career programs offered through the school:

1. For applicants who withdraw before the program start date (e.g. before attending the first class), all tuition and fees shall be fully refunded, including the tuition deposit.
2. For students who withdraw after the program start date (e.g. after attending a class) but before completing 25% of the program, all tuition and fees shall be fully refunded minus the non-refundable tuition deposit.
3. No student who is dismissed from the School pursuant to the School's administrative policies and procedure shall receive a refund of tuition or fees.
4. In the event a school program is cancelled in its entirety (e.g. an entire curriculum or program is no longer offered by the school), each student in the cancelled program shall receive a full refund of tuition and fees for that program.
5. All refunds shall be made in writing. Refunds shall be made within 30 days of the date of termination. Refunds for textbooks and/or supplies will be made only if the textbooks and/or supplies are returned in their original condition.

The student will not be required to purchase instructional supplies, books, and tools until these materials are required. Once these materials are purchased, no refund will be made.

(The length of a course for purposes of calculating refunds owed is the shortest scheduled time in which the course may be completed by continuous attendance.)

A full refund of all tuition and fees is due and refundable in each of the following cases:

- An enrollee is not accepted by the school
 - If the course of instruction is discontinued by the school and this prevents the student from completing the course.
 - If the student's enrollment was procured as a result of misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.
- Refunds will be totally consummated within thirty (30) days after the documented date of determination.

Military Service Refund Policy

A student who withdraws from school as a result of the student being called to active duty in a military service of the United States of the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, no later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - a. Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - b. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

Scholarships

A very limited number of scholarships are available. To apply for a scholarship, students must complete the scholarship request form and demonstrate merit and a need deserving scholarship support. If approved to receive a scholarship, students are required to attend 100% of scheduled classes. Failure to meet requirements could jeopardize one's ability to retain the award. Scholarships apply to one class per semester/session.

Childcare

Childcare is provided in the Christian Education building (lower level) across the street from the Technology and Education Center. Children should be dropped off in ample time so students can arrive to class on time. Childcare for Saturday classes ends at 12:00 noon. There is no charge for childcare.

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