

REFUND POLICY

1. No refund on state **HSE testing fees (HiSET®)**.
2. No refund on costs associated with program materials: **including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc.**
3. No refund on Vocational Training tuition fees of **\$100.00 or less**. Balance of refunds over the first \$100.00 are prorated based on the period of attendance in relation to the program length and are processed according to refund policy #8.

% of Attendance	% of Tuition Refund
Cancelled by CAJ	100%
Up to 10%	90%
Over 10% - Up to 25%	50%
Over 25% - Up to 50%	25%
Over 50%	No refund

4. Eligible refunds for students in the Vocational Nursing program will be based on attendance per level.
5. Court reporting program fees are charged annually. Refunds are based on quarters attended. Quarters are not prorated.
6. **Original receipt** required for refund consideration.
7. A **5% charge** will be applied to refundable tuition fees paid with **credit/debit cards**.
8. Absolutely no **CASH** refunds. District office will issue approved refunds. Allow up to **six weeks** after approval to receive refund.

COSTS, FEES AND CHARGES

Program fees do **NOT** include associated material or additional requirements costs; including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc. and are additional.

Students are responsible for paying for all books and materials at time of issue. For those students with funding assistance, books and materials are included only if specifically noted.

Students are required to obtain all necessary books and materials as listed for each program; this includes the proper editions. However, they are NOT obligated to purchase books and materials from CAJ; they are offered as a convenience and while quantities last. **Workbooks and study guides purchased elsewhere must be NEW without markings of any kind.**

The re-take or extension of a program block, or class, is subject to a fee (fees vary by program). This fee:

- **IS** subject to prior approval
- **IS** subject to availability
- is **NOT** covered by student funding assistance without approval from funding source
- is **NOT** available for all programs
- does **NOT** include the cost of books, materials or any additional fees associated with the class requirements (i.e. fingerprinting, drug testing, etc.)
- in reference to the court reporting program quarterly extension, is NOT prorated unless there is approved medical leave

**Program fees and material costs are subject to change without notice.
Student is responsible for increases prior to purchase.**

All fees must be paid in full to graduate