



ESCUELA TECNICA DE ELECTRICIDAD, INC.

PONCE SAN JUAN FAJARDO

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Cancellation, Refund policy, withdrawal, and return of Title IV financial Aid

CANCELLATION POLICY

- A. The student has the right to cancel the Enrollment Agreement at any time prior to starting classes. Applicants rejected by the school or international students rejected by the US Citizenship and Immigration Services (USCIS) will receive a refund of all money paid in advance, excluding the admission fee or readmission fee, as applicable.
- B. If a program is cancelled by the school after any student is enrolled, the school will refund all money paid by the student.
- C. If the student cancels the Enrollment Agreement after signing it, but prior to starting classes, or never attends, the school will refund all money paid in advance, except the admission fee or readmission fee, as applicable.
- D. The cancellation after the start of class (Optional Student Trial Period) takes place within the first 5 weeks of class. A student who is considered a cancellation or no show will receive a refund of all money paid in advance, excluding the admission fee or readmission fee, as applicable.
- E. All refundable payments will be refunded within 30 days of the cancellation notification.

Refund Policy

This Refund Policy applies to students who have started attending classes and are administratively withdrawn or are terminated by the school. The tuition charge for the term is based on the total tuition charge (cost) for the program divided by the number of terms.

- A. Refund amounts are based on a student's last date of attendance (LDA). If the student is present at least one day during the scheduled week, the school considers as if a whole week was completed. One week is defined as any 7 consecutive days' period in which there is at least one day of classes.
- B. If the student is given an administrative withdrawal or is terminated by the school during the first week of classes, after the cancellation period, the school will retain 10% of the tuition charge for the term or five hundred dollars (\$500.00); whichever is less.
- C. If the withdrawal or termination occurs after the first week of classes, after the cancellation period, but within the 60% of the term, the school will retain a prorated portion of the tuition charge for the term, based on the number of weeks the student attended versus the number of weeks in the term, plus a 10% of the unearned portion of the tuition charge.

- D. If the withdrawal or termination occurs after the 60% of the term, the school will retain 100% of the tuition charge for the term.
- E. For an enrolled student, refunds due will be paid within 45 calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the Satisfactory Academic Progress policy.

Withdrawals

In accordance with federal regulations, when a federal financial aid recipient withdraws from all classes during a term, it is Escuela Técnica de Electricidad's (ETE) responsibility to determine the withdrawal date and amount of grant that the student earned. If a student received less attendance than what was earned, he/she may be able to receive those funds. On the other hand, if the student received more attendance than earned, the unearned funds must be returned by the school and/or aid recipient to the appropriate aid program.

Withdrawal Date

A student's withdrawal date varies depending on the type of withdrawal.

Official Notification provided by the Student

A student is considered officially withdrawn if the Registrar Office is notified by the student in writing or by phone of intent to withdraw.

If students document the circumstances in writing, the withdrawal date is the date that student submits a document to the registrar office.

If a student sends written notification of intent to withdraw, the withdrawal date is the date the letter is received via postal, electronic, or fax mail.

No Official Notification Provided by the Student

If a student ceases attendance without providing official notification, the withdrawal date used is the date that is reported as the last date of attendance at an academically related activity by a faculty member on a class roster, grade roster/sheet, or other documented source, e.g., grade book. The faculty member will maintain the documentation of the last date of attendance. In the case when an official notification was not provided by the student because of circumstances beyond the student's control, i.e., illness, accident, grievous personal loss or other circumstances, the date related to the onset of that circumstance will be used as the withdrawal date. This date will be determined by the Registrar.

Date of Determination that the Student Withdrew

The date of determination that a student withdrew varies depending upon the type of withdrawal.

- **Official Notification Provided**

The date of determination is the date the student provides ETE official notification or begins the withdrawal process, whichever is earlier.

- **No Official Notification Provided**

The date that ETE becomes aware that the student has ceased attendance will be the date of determination. All students must justify absences after three consecutive absences, as minimum. A student who is absent during eight (8) consecutive days will be administratively withdrawn. Every reasonable effort will be made for the continuation of a student.

Total Withdrawal

Students who withdraw on or before the last day of classes will have the word “withdrawal” in their records. The date in which the student notifies the school their intent to withdraw will be the date used for refund and for the return to the Title IV programs (if applicable) computations. If the student ceases attendance and does not notify his or her intent to withdraw, the last date of actual attendance per the school’s records will be used for refund and return of Title IV funds computation (if applicable).

Withdrawal for Academic Deficiency

If the student does not make satisfactory academic progress in a probationary period will be given an administrative withdrawal.

Withdrawal for Absenteeism

In accordance with the USDE, a federal regulation, Escuela Técnica de Electricidad, has developed a procedure for taking attendance. All students are required to sign a daily attendance sheet, which is received by the registrar daily and the professors are responsible for taking attendance on the teacher’s roll book.

All students must justify absences after three consecutive absences, as minimum. A student who is absent during eight (8) consecutive days will be administratively withdrawn. Every reasonable effort will be made for the continuation of a student.

The registrar will proceed to prepare the withdrawal sheet and notify the financial aid office immediately after the eight consecutive absences, within the time frame required by the USDE.

Termination Withdrawal

Students who do not complete a program in the established timeframe of 150%, will lose the right to Financial Aid, if any, and will be terminated.

Withdrawal procedure

1. The student will request the withdrawal form and be oriented at the registrar’s office. Students may request withdrawal by telephone, or send a letter requesting the withdrawal. This can also be done by e-mail to: eteponce@etepr.edu if the student is from the Ponce Campus; to etefajardo@etepr.edu if the student belongs to the Fajardo Branch; or to eteriopi@etepr.edu if the student is from the San Juan Campus, stating the reasons for the withdrawal.
2. The withdrawal form is completed, and this constitutes the formal withdrawal
3. Before making an administrative withdrawal, students are called by phone and are oriented to continue in the program in which he or she was enrolled. If he or she cannot be contacted, after the eight (8) day he or she is given an administrative withdrawal. Copy of the withdrawal form with pertinent signatures will be sent to the student.

RETURN OF TITLE IV FUNDS POLICY

The Return of Title IV Funds Policy applies to students who are participants of the Federal Title IV programs (Federal Pell Grant) and who are administratively withdrawn or are terminated by the school after attending classes. This policy responds to the amendments provided in the Higher Education Act Reauthorization, and The Higher Education Act of 1965. In order to determine the amount of the Federal

Title IV Aid awarded that the student has the right to keep, the total number of credits that the student actually started attendance up to the date of the withdrawal or termination will be considered. The date in which the student notifies the intention to withdraw will be taken as the date of withdrawal. If the student does not notify the intention to withdraw and ceases attendance, the last day of actual attendance per the school's records will be taken as the date of withdrawal. The procedure is as follows:

- A. The financial aid officer will check the number of credits that the student actually started attendance in the *Federal Pell Grant Payment and Disbursement Schedule*, and the student's *EFC*.
- B. The amount of money shown in the *Payment Schedule* is divided by two. If the product of this division has cents, it will be rounded up to the next dollar.
- C. The result in #2 above is the final adjusted amount of Federal Pell Grant funds for the term, according to the credits started up to the withdrawal or termination.
- D. This adjusted amount is then subtracted from the original disbursement in the student's ledger (if any).
- E. The difference is the refund to the Title IV programs.

If the student starts attendance to the 12 credits or more of the term and later on withdraws, is administratively withdrawn or is terminated, then dispositions of the R2T4 regulations will apply. These are based on the number of *days attended*, vs. the number of *calendar* days in the term. This computation is made using the R2T4 website provided by the U. S. Department of Education for this purpose. The amount determined by the computation at the website will be returned to the Title IV programs.