



Arlington Bennington Dorset Glazenbury Hoosick Falls North Bennington Manchester Pownal Readsboro Sandgate Searsburg Shaftsbury Stamford Sunderland Woodford

Workforce and Adult Technical Education Payment and Refund Policy

Payment: Students are responsible for payment in-full by no later than the beginning of the first session that the class meets. Payment vouchers from your employer or financial aid award letters from other third-party payers such as VSAC, WIOA, or HireAbility may be used to register for any class. Personal checks, cash, credit cards are accepted. Payment plans are also available with half of tuition due by the first class meeting.

Deposit: All programs with a tuition of over \$1000 require a \$100 tuition deposit to reserve a seat. This deposit is refundable if the student receives a full tuition grant or scholarship. Cash, check, or credit card are accepted.

Refund Policy: Students will be given a full refund if the course for which you registered is cancelled by Southwest Tech for any reason or if the student withdraws from the course no later than prior to the first class meeting. For withdrawals within the first week of class meetings, students may be entitled to a 50% refund at the discretion of the Workforce and Adult Technical Education Coordinator after a review of the circumstances. After the first week, no refund will be provided.

Online courses through Penn Foster offer a full refund within 6 days of enrollment. After this 6 day period, no refund will be offered.

Ed2go refund policies vary by program type. Consult their website www.ed2go.com for more details.

Questions regarding this policy should be referred to the Workforce and Adult Technical Education Coordinator.

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Southwest Vermont Regional Technical School District

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