



STATE OF WASHINGTON
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD
STATE APPROVING AGENCY FOR VETERANS EDUCATION & TRAINING
128 – 10th Avenue SW • P.O. Box 43105 • Olympia, WA 98504-3105 • (360) 709-4600

VA PRORATED REFUND POLICY

The language below needs to be incorporated into the school's Catalog and Enrollment Agreement for VA Students, either within the main body or temporarily as a referenced addendum on first approval (Required only for non-accredited schools)

_____ (name of school) agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

1. Registration Fee

An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.

2. Breakage Fee

Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.

3. Consumable Instruction Supplies

Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

4. Books, Supplies, and Equipment

- a. The school will make a refund in full for the amount of the charge for unissued books, supplies, and equipment when:
 - The school furnishes the books, supplies, and equipment,
 - The school includes their costs in the total charge payable to the school for the course,
 - The veteran or eligible person withdraws or is discontinued before completing the course.
- b. The veterans or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.

5. Tuition and Other Charges

Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

6. Prompt Refund

In the event that the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.

Signature of School Official

Date