

20. The institution's refund policy is included in official publications and uniformly administered.

The Southwest Tech Refund Policy is published on the College website and is administered uniformly for all students.

21. Refunds, when due, are made without requiring a request from the student.

Refunds are initiated without requiring a request from students. A refund process begins automatically when students drop from a course or are withdrawn following 10 consecutive days without attending class. Student Services staff prepare a student refund request form and submit it to the VP of Finance and Operations, who in turn creates a refund check and remits it to the student within 30 days. Southwest Tech's Refund Policy gives a 100 percent refund for students who do not commence class.

22. Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.

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23. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100.

Southwest Tech's Refund Policy gives a 100 percent refund for students who do not commence class.

24. The institution complies with the refund policies adopted by the Commission unless a non-public institution's licensing agency or a public institution's governing board mandates the use of a different policy.

The Southwest Tech Refund Policy has been approved by the College's Board of Trustees and complies with the requirements of the Council on Occupational Education.

Challenges and Solutions

Southwest Technical College is experiencing rapid growth in student enrollment, driving the need for additional funding to sustain its operations and uphold the quality of education it provides. This growth