


**7.24 Item**

*This item is to be completed by Visiting Teams during accreditation visits. Number of student files reviewed (minimum of 25).*

**Note: Student files will be available on-site for review**

**Exhibit 7.24.1 — Student Refund Sample Initiated by Financial Aid Counselor**

 **SOUTHWEST TECH** Tuesday, March 11, 2025

**Student Reimbursement Form**

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**Approval Status** Approved

**Date** Tuesday, March 11, 2025

**Student Name** [REDACTED]

**Student ID#** [REDACTED]

**Payee Name and Address** [REDACTED]

**Reason for Refund**  
Student paid OOP for tuition for his first course but it was covered by a tuition waiver and then the rest of his program was paid for by DWS.

**Student or Sponsor Refund** Student

**Requested by** Paul Thornley Financial Aid Counselor

**Email** pthornley@stech.edu

**Course/Program** Welding Essentials

**Refund Amount** 190

**Date of Signature** Tuesday, March 11, 2025

Receipt		RTNL140054
<b>Return To:</b>	[REDACTED]	
<b>Date:</b>	3/19/2025 10:02 AM	
<b>Cashier:</b>	Kristi H	
<b>Customer:</b>	[REDACTED]	

Account	Description	Qty	Adj.	Amount Due	Payment	Balance
1251	Return from Campus Cash	1.00	\$0.00		\$190.00	(\$190.00)
<b>Refund Amount:</b>						\$190.00
<b>Total:</b>						\$190.00

Southwest Technical College					039321
<b>Date</b>	Type	Reference	Original Amt.	Balance Due	Payment
3/11/2025	Bill		190.00	190.00	190.00
					190.00
				Check Amount	190.00

**Source:** [Student Refund Samples](#). All student files will be available on-site for review to reach a minimum of 25.