

**7.21**

*The following elements are present and indicative of a fair and equitable refund policy: Refunds, when due, are made without requiring a request from the student.*

**Exhibit 7.21.1 — Refund Policy****Student Services****Refund Policy**

Revision Approval: May 7, 2025

Effective Date: May 8, 2025

**1. Refunds when the Student Begins a Course and Subsequently Withdraws**

A full reimbursement of tuition and fees is applicable within the initial five business days of the first day of the course, with no refunds offered beyond that period.

**2. Refunds for Students Who Withdraw on or Before the First day of a Course**

If tuition and fees are collected in advance of the start date of courses and the student does not begin courses or withdraws on the first day of courses, not more than \$100 of the tuition and fees will be retained by the institution. Refunds will be made within 30 days of class start date.

**3. Refunds for Courses or Programs Canceled by the Institution**

One hundred percent of the tuition and fees that are collected in advance of the start date of a course or program will be refunded if the course or program is canceled by the institution. Refunds will be made within 30 days of planned start date.

**4. Refunds for Courses Five Days or Fewer in Length**

For courses five days or fewer in length, 100 percent of tuition and fees shall be refunded if a student withdraws prior to the beginning of the course. No refund shall be given if a student withdraws after the beginning of the course.

**5. Refunds for High School Students**


Applicable refunds are initiated when the student submits a withdrawal form to Southwest

**8. Refunds Do Not Require a Request from a Student**

Refunds, when due, do not require a request from a student

Source: [Refund Policy](#)

## Exhibit 7.21.2 — Student Refund Sample Initiated by Financial Aid Counselor



Tuesday, March 11, 2025  
**Student Reimbursement Form**

---

**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**

**Return To:** [REDACTED]

**Date:** 3/19/2025 10:02 AM  
**Cashier:** Kristi H  
**Customer:** [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>	<span style="border: 1px solid red; padding: 2px;">\$190.00</span>

---

**Southwest Technical College** **039321**

<b>Date</b>	<b>Type</b>	<b>Reference</b>	<b>Original Amt.</b>	<b>Balance Due</b>	<span style="border: 1px solid red; padding: 2px;">3/19/2025</span>	
<span style="border: 1px solid red; padding: 2px;">3/11/2025</span>	Bill		190.00	190.00	Discount	Payment
					Check Amount	190.00

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