

7.20

The following elements are present and indicative of a fair and equitable refund policy: The institution's refund policy is included in official publications and uniformly administered.

Exhibit 7.20.1 — Refund Policy on Website (Official Publication)

The screenshot shows the Southwest Tech website's 'STUDENT POLICIES' page. The header includes contact information for Cedar City, UT, and links to Course Schedules, Canvas, Student Portal, Student Job Board, Donate, and GET STARTED!. The main navigation bar lists CERTIFICATES, COMMUNITY & BUSINESS, ADMISSIONS, CURRENT STUDENTS, and COLLEGE INFO. The 'STUDENT POLICIES' section is highlighted in blue. Below this, a grid of policy links is displayed, each with an icon. The 'REFUND POLICY' link, represented by a document icon, is highlighted with a red rectangular box. Other policies listed include Student Code of Conduct, Admissions, Financial Aid, Grievance, Title IX, Pregnancy & Pregnancy-Related Conditions, Satisfactory Academic Progress, Student Due Process, Student Leave of Absence, Student Records Access, Health and Safety Plan, Free Expression on Campus, Service Animals, Religious Accommodation, and Internet Safety. A footer note states that paper copies of policies can be requested by visiting Student Services or calling 435.586.2899.

STUDENT POLICIES

- STUDENT CODE OF CONDUCT POLICY
- STUDENT ADMISSIONS POLICY
- FINANCIAL AID POLICY
- GRIEVANCE POLICY
- TITLE IX POLICY
- PREGNANCY & PREGNANCY-RELATED CONDITIONS POLICY
- REFUND POLICY**
- RELIGIOUS ACCOMMODATION POLICY
- INTERNET SAFETY POLICY
- SATISFACTORY ACADEMIC PROGRESS
- STUDENT DUE PROCESS
- STUDENT LEAVE OF ABSENCE
- STUDENT RECORDS ACCESS
- HEALTH AND SAFETY PLAN
- FREE EXPRESSION ON CAMPUS
- SERVICE ANIMALS
- CONSENT TO PHOTOGRAPHY & DRESS CODE

Paper copies of student policies can be requested by visiting Student Services from 8 a.m. to 6 p.m. Mondays – Thursdays, or from 8 a.m. to 5 p.m. Fridays, or by calling 435.586.2899.

Source: <https://stech.edu/students/policies/>

Exhibit 7.20.2 — 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.

Source: [Refund Policy](#)

Exhibit 7.20.3 — 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)
					Refund Amount:	\$190.00
					Total:	\$190.00

Southwest Technical College **039321**

Date	Type	Reference	Original Amt.	Balance Due	3/19/2025	
3/11/2025	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.