



Alliance Career Center recognizes that adult education students currently enrolled in occupational training programs are affected by the COVID-19 pandemic. Therefore, on a case-by-case basis, Alliance Career Center may implement the following emergency refund policy:

Program withdrawals and refunds due to COVID-19:

Adult Education students, who meet the following criteria, may withdraw from their program without financial penalty:

were actively enrolled in occupational training programs on March 17, 2020 (the date that ACC suspended face-to face instruction per the state governor's directive), and

are experiencing extreme hardship due to COVID-19, and

submit a written request to withdraw from their occupational training program due to COVID-19

Current policy states that students who withdraw after completing at least 60% of program hours are responsible for the balance of the full program costs. However, for students who have completed 60% or more clock hours on or after March 17, 2020 and who wish to withdraw due to COVID-19 hardship, ACC will refund the balance of tuition remaining without penalty.

For students who have completed less than 60% of the program hours and wish to withdraw due to COVID-19 hardship, students are responsible for program tuition and fees for the hours they were enrolled as of March 17, 2020, but may receive a refund for the balance of the program cost without penalty.

Students who accrued program hours after March 17, 2020 but who wish to withdraw will have their refunds calculated on the total number of scheduled hours up to the date of withdrawal.

Re-enrollment options due to COVID-19:

Current policy states that once students withdraw, students cannot re-enroll in the program for 180 calendar days. However, due to the COVID-19 pandemic, students who withdrew due to COVID-19 and wish to re-enroll in the same program once hands-on training resumes, they may re-enroll in the program prior to the 180 day wait period. Students must work with the program coordinator to determine a re-enrollment date prior to the 180 day wait period, based on program scheduling and students' academic progress in the program prior to the withdrawal.

For students who withdraw from their program due to COVID-19 hardship and wish to re-enroll in the program after 180 days, ACC may require these students to demonstrate technical and academic skills prior to re-enrollment. C-TEC may determine that students need additional training or remediation prior to re-enrolling.

Students who re-enroll due to COVID-19 hardship will not be subject to additional fees or penalties,