

Orig.: Mod.: X Date: **10/25/18 Programs approved until 6/30/19**

- **B.S. or B.A. in Business Administration**
- **Tuition increase for 2018-2019; however current students continue at \$335/credit hour rate for classroom and \$295/credit hour for on-line courses.**



RECRUITMENT AND REFERRAL FORM
Trade Only ITA Programs

Programs: See next page

Program Provider: Columbia College
(Freeport Campus – at Highland Community College)

FEIN: 430655867

Address: Main Campus: Columbia College
1001 Rogers Street
Columbia, MO 65216

Training Site Address: Columbia College (Freeport campus)
2998 W. Pearl City Road
Freeport, IL 61032-9338

Telephone: 815-599-3585 (Freeport)
Fax: 815-235-1107 (Freeport)

Contact Person: Kay Oppold (Freeport campus at HCC), 815-599-3585

Email: koppold@ccis.edu

Activity Name: Occ. Class. Training (Adult & DW)

Program: Training Services

Provider Code: 2009-506

Agreement Start Date: 3/8/10

CIP Code: See next page

OES: Look up appropriate code

Session Dates or Open Entry-Open Exit: See website

Maximum Time to Complete Program/Certificate/Degree: See website

Last Day Program Will Accept Referrals: Call

Program Description: Check catalog on website: <http://www.ccis.edu/nationwide/main.asp?Freeport>

Expected Outcome: Employment related to training

Program Schedule: See website

No. of Participants: -Total: - Per Session: -- Age: Math Level: -- Reading Level:

Other: High School Diploma or GED

Referral Procedures: Call Kay Oppold, 815-599-3585

Costs: See next page

Authorization: The Workforce Connection, Inc.

R&R prepared by Valerie Johnson, TWC Planning & Quality Assurance Manager

The Workforce Connection (TWC) is the fiscal agent for approved WIOA & Trade programming.

Columbia College 2018-2019

Tuition Refunds

Requests to add/drop/withdraw from a course will not be accepted by telephone. Students are required to complete the appropriate online form to cancel a course enrollment. Confirmation of receipt is the responsibility of the student. Should circumstances prevent the student from completing the appropriate online form, the student should contact the Online Campus office for special arrangements to cancel the enrollment. The Online Campus staff reserves the right to request substantiating documentation to support the student's inability to complete the add/drop/withdrawal in person. The add/drop period begins the same day/date that the session starts.

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. For more information, please refer to the Financial Aid section of the undergraduate catalog.

1. **Full Refund:** A student is entitled to full reduction of tuition and course charges (excluding the admission fee, textbooks, and other academic resource materials) when s/he drops from a course(s) during the first week of the eight-week session, providing a Columbia College add/drop/withdrawal form has been completed and submitted prior to the close of business on Monday of the second week of the session.
2. **Partial Refund:** During the second through the eighth week of the session, a student could be entitled to a partial refund of tuition and course charges (excluding the admission fee, lab fees, textbooks, and other academic resource materials) when she/he withdraws from a course(s) due to extraordinary circumstances. Extraordinary circumstances are narrowly interpreted to mean the development of unexpected circumstances beyond a student's control that prevents continued attendance in all classes. Examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the terms, location and/or conditions of employment, call to active military duty or TDY, etc. Mere inconvenience, discomfort with the academic workload, or minor schedule changes in employment are not deemed to meet the definition of extraordinary, mitigating, or extenuating circumstances. To be considered for a partial refund, a student must submit a complete withdrawal form. This form must be accompanied by a letter or email from the student to the Online Campus office explaining the circumstances surrounding the withdrawal and the desire for financial consideration. In addition, Columbia College requires substantiating documentation to support the student's request, i.e. a letter from a physician, military orders, etc. Student should be aware that a refund is not automatic; rather, requests for financial consideration are subject to review and approval on a case by case basis.
3. **No Refund:** No refund will be granted to a student who voluntarily or involuntarily (administratively) withdraws from a course(s) during the second through the eighth week of the session, unless extraordinary circumstances apply (refer to partial refund listed above).
4. **Refund Requests:** Credit on a remote student account that results from the transfer of financial aid does not require a request for refund. These credit balances will be automatically refunded. Credit balances due to overpayment or a change in enrollment status require the student to complete and submit an online refund request form. The form will be routed to the Accounting Office and inform the staff that the student wants to have a refund rather than have the credit apply to a future balance.