



Catalog Supplement
2023-2024 Catalog, Volume 13
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Order of Return of Federal Student Aid (FSA) Program Funds

Students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material. Refunds to any of the Title IV or state programs will be paid within forty-five (45) days from the date of determination.

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Refund Policy

Refunds for students receiving federal financial assistance will be made within 45 days of termination or notification of cancellation. All other refunds will be made within (30) days following determination of termination or receipt of cancellation notice.

Effective December 15, 2023

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Attendance Policy for Student Receiving VA Educational Benefits

Special accommodations can be made for military personnel who are called to active duty or reserve training. Service members should see the Director of Education prior to the first date the student will be absent. A copy of military orders must be provided. Upon approval, the Director of Education will grant an extension of time based on the days of required military service and for necessary travel time to and from military duty.

The College will not take any of the following actions when a service member receives an order for a period of service (i.e., active duty, inactive duty training, or state service):

- Assigning the member a failing grade,
- Reducing the member's grade point average,
- Characterizing any member's absence(s) as unexcused, or
- Assessing a financial penalty on a member because of a withdraw or leave of absence due to receiving orders for service.

The College will take the following actions when a member withdraws or takes a leave of absence from a course(s) due to receiving orders for a period of service:

- Refunding all tuition and fees paid for the academic term to the appropriate party,
- Assigning a grade of incomplete (or equivalent) for the course(s) during the term, and

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- Providing the opportunity to complete the term after the period of service.

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Compliance with 38 USC §3679 (E): Allowing Veterans to Attend or Participate in Courses Pending VA Payment

In accordance with Title 38 US Code 3679(e), Southern Technical College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. The College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).