



Short Term Training Programs Certificate-Based Courses

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Tampa, Florida 33607-1706
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Attention: Admissions Office

REFUND POLICY STATEMENT

Students or contracting agencies are entitled to a full refund of tuition and fees paid if they withdraw from a course and do not choose another course or program:

- within three (3) business days of signing the MTC Enrollment Agreement prior to the start of class;
- before 10% of class meeting time/instruction, or one week, has elapsed, whichever is less.
- no more than one (1) day of any Immersive class.

The student or contracting agency will be refunded all tuition and fees, as well as any funds paid for supplies, books, or equipment which can be and are returned to MTC within three (3) business days of the date of withdrawal.

Students or contracting agencies are entitled to a 25% refund if they withdraw before 50% of class meeting time/instruction has elapsed.

The student will be refunded 25% of tuition and fees paid, as well as any funds paid for supplies, books, or equipment which can be and are returned to MTC within three (3) business days of the date of withdrawal.

Business days are defined as those working days that MTC Administrative Offices are open and the operating hours on those days.

Eligibility for refunds will be calculated using class meeting time/total class hours for each course as specified in this policy statement, and published in the MTC Enrollment Agreement and the MTC catalog.

Nonrefundable fees regarding admission and registration of MTC students *shall not exceed \$150*. Nonrefundable fees or charges include:

- books, supplies, materials and kits which are not returnable because of use;
- books, supplies, materials and kits returned later than three (3) business days of the date of withdrawal;
- nonrefundable registration fees, as outlined in the MTC Enrollment Agreement.

MTC will issue refunds within 30 days of the date that the institution determines that the student has withdrawn. Refunds will be issued by check and mailed to the address provided by the student in the MTC Notification of Withdrawal form. The student is responsible for providing current and accurate contact information, including notification of change of address, to the MTC Admissions Office.

Withdrawal dates will be determined by receipt by the MTC Admissions Office from the student of formal written notification using the MTC Notification of Withdrawal form, signed and dated by the student and a member of MTC staff/faculty.

MTC's refund policy appears in the course catalog and enrollment agreement and is uniformly administered.

Nonrefundable fees or charges are disclosed in the MTC Enrollment Agreement and reviewed with an admissions staff member prior to the student's signing of the Enrollment Agreement.