

CENTRA

COLLEGE OF NURSING

ACADEMIC CATALOG & STUDENT HANDBOOK

Catalog ADDENDUM: TUITION AND FEES POLICY

Primary Location:

Centra College of Nursing
905 Lakeside Drive, Suite A
Lynchburg, VA 24501
Phone: 434.200.3070
Fax: 434.200.5239
www.centracollege.edu

Branch Location:

Centra College of Nursing (Nurse Aide Education Program)
Bedford Memorial Hospital
1613 Oakwood Street
Bedford, VA 24523
Phone: 540.425.7526

This handbook is designed to provide students with information about the programs of study at Centra College of Nursing ("College"). It sets forth, in general, how the College operates but the College reserves the right to change policies and procedures without notice. This handbook is not intended to be and should not be regarded as a contract between the College and any student or other person. Students are held responsible for knowing the information contained in the Catalog & Student Handbook. Failure to read or comply with the Handbook will not excuse the student from accountability. Changes are communicated via the website and the Learning Management System (LMS).

TUITION AND FEES

Payment is due by the first day of each term. Centra College of Nursing reserves the right to make changes in tuition and other fees as deemed necessary without prior notice. Any change will apply to currently enrolled students as well as new students. Students may attend class at the beginning of each term after tuition and expenses are paid in full.

Students who fail to meet their financial obligations to the College or to make appropriate arrangements with the Dean may not be permitted to continue in the Centra College of Nursing. Withdrawal from the College will not be considered complete nor will transcripts or references be issued until all financial obligations to the College are met.

Note: Federal funds may not cover all unpaid institutional charges due to the college upon a student's withdrawal. Dissatisfaction with, or non-receipt of, the educational services being offered by CCON does not excuse the borrower from repayment of any loans made to the borrower for enrollment at CCON.

GENERAL REFUND POLICY INFORMATION (Cancellation, Withdrawal or Termination)

Student's Right to Cancel

1. **Three-Day Cancellation:** An ***applicant*** who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid excluding the application, background check and drug screening fees in connection with processing new students.
2. **Other Cancellations:** An ***applicant*** requesting cancellation more than three (3) days after executing the enrollment agreement, but prior to the first day of class is entitled to a refund of the tuition minus \$100 and excluding the non-refundable fees* to cover expenses in connection with processing (application, background check and drug screening fees).
3. **10-day drop period (N/A for Nurse Aide Program):** A ***student*** will have a consecutive 10-day drop period beginning on the first day of a semester (including weekend dates) in which a ***student*** may request in writing to drop from a program and be entitled to a refund of all monies paid excluding the following non-refundable fees: application fee, registration, background check, drug screening and textbooks billed by college.
4. Cancellation may occur when the student provides written notice of cancellation at the following address: 905 Lakeside Drive, Suite A, Lynchburg, VA 24501. This can be done by mail or by hand delivery.
5. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

6. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

Determination Date of Withdrawal

A student that withdraws or is terminated from Centra College of Nursing after beginning classes and prior to completion of his/her course of study may receive a pro rata refund.

When a student withdraws, refunds are based on the total charges incurred, not the amount paid. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be calculated using a Tuition Refund Calculation Worksheet and will be issued within forty-five (45) days of the determined withdrawal/termination date. If the student failed to provide written notification of the decision to withdraw, the refund will be calculated within forty-five (45) days of the date that the college determines the student withdrew. The refunds shall be based on the cost of current period of the program.

For the purpose of determining a refund, a student shall be deemed to have withdrawn from a program of instruction when the following occurs:

- The student notifies the college of student's withdrawal or the date the College determines as the student's withdrawal date, whichever is later.
- The College terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the College; absences in excess of the maximum set forth by the College; and/or failure to meet financial obligations to the College.
- Failure to return from a leave of absence.

The dates used to determine refund for R.N-B.S.N., A.D.N., and P.N. programs: first and last published catalog date of semester and the withdrawal date determined.

The date the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the tuition charges for the program semester minus non-refundable fees based on the following attendance:

- A student who enters CCON but withdraws after the drop date and during the first $\frac{1}{4}$ (25%) of the semester is entitled to receive as a refund 50% of the stated cost of the course(s), not to include non-refundable fees.*
- A student who enters CCON but withdraws after completing $\frac{1}{4}$ (25%), but less than $\frac{1}{2}$ (50%) of the semester is entitled to receive as a refund 25% of the stated cost of the course(s), not to include non-refundable fees.*
- A student who enters CCON but withdraws after completing $\frac{1}{2}$ (50%), of the semester is entitled to no refund for the period.

*Non-refundable fees include: application, registration, background check/drug screening, activity, technology, course material, textbook bundles billed by the college, graduation, NCLEX review, NCLEX Resource Learning System.

Transcripts and student records will not be issued for a student who owes money to the CCON for any reason. Students are not entitled to a refund from CCON if the policy for withdrawal is not followed or in the event of dismissal.

Nurse Aide Program

The dates used to determine refund for the Nurse Aide Program: first and last date of the class and the withdrawal date determined.

- A student who enters the Nurse Aide Education program but withdraws during the first $\frac{1}{4}$ (25%) of the program is entitled to receive as a refund 50% of the stated cost of the program, not to include non-refundable fees.*
- A student who enters Nurse Aide Education program but withdraws after completing $\frac{1}{4}$ (25%), but less than $\frac{1}{2}$ (50%) of the program is entitled to receive as a refund 25% of the stated cost of the program, not to include non-refundable fees.*
- A student who enters Nurse Aide Education program but withdraws after completing $\frac{1}{2}$ (50%), of the program is entitled to no refund for the period.

*Non-refundable fees include: Background check/drug screening, activity, technology and course material.

Centra Nurse Aide Tuition Waiver: Students who do not complete the five-week course will receive a letter from the Program Coordinator with directions for repayment to the Centra Health Finance Department.