



ADDENDUM

This addendum revises MIAT College of Technology
Catalog, Volume 12 dated January 4, 2016
Effective: November 20, 2016

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MIAT College of Technology will fund the cost of third party professional licensing exam fees up to the specified maximum amount outlined in the above chart. All exam fees are non-refundable. All third party professional licensing exams must be completed within 120 calendar days from the date of a student's last regularly scheduled block or quarter.

Student's failing to complete all exams within the 120 calendar day period will be personally responsible for any and all fees incurred for any exam taken after the 120 calendar days.

Make-Up Charges

Make-up hours are charged at the rate of \$6.00 per hour for any make-up time required for FAA programs if the time is not made up within the same block it was missed.

Other Expenses

Students may purchase books, tools and training supplies from MIAT College of Technology or any other vendor. It is the student's responsibility to have all books, tools and training supplies as needed for training. Students who provide their own tools and/or training supplies must schedule an appointment with the Director of Training prior to completion of their initial course to verify the tools and/or training supplies meet industry standards.

Refund Policy – Energy Technology-AAS, Energy and Industrial Technician, Wind Power Technician and HVACR Technician

1. The applicant will receive a full refund if the applicant cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment agreement is signed.
2. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.
3. If an applicant is denied admission to the school for any reason, all monies paid by the applicant will be refunded within 30 days of the denial.
4. Applicants who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following

either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment. Any monies paid will be refunded within 30 days.

5. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
6. The effective date of termination for refund purposes will be the earliest of the following: (a) The last day of attendance, if the student is terminated by the school; (b) The date of receipt of written notice from the student; or (c) Ten school days following the last date of attendance.
7. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in administrative fees charged shall be retained by the school.
8. If a student enters a residence and withdraws or is otherwise terminated after the cancellation period, the College may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
9. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the College can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
10. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program

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during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

11. In cases where a student does not return from an approved leave of absence, refunds will be made using the documented date of the student's expected return to school from that leave of absence.
12. A full refund of all tuition and fees is due and refundable in each of the following cases: (a) An enrollee is not accepted by the school; (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school. *A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*
13. **Refund Policy for Students Called to Active Military Service:** A student of the College who withdraws from the College as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled: (a) If tuition and fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does to complete following withdrawal; (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor(s) of the program determine that the student has: (i) satisfactorily completed at least 90 percent of the required coursework for the program; and (ii) demonstrated sufficient mastery of the program material to receive credit for completing the program.
14. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

¹ *More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040 provides the precise calculation.*

Refund Policy – Aviation Maintenance Technology-AAS, Airframe and Powerplant Technician

Any applicant or student may cancel their enrollment by notifying MIAT College of Technology at any time prior to or during training. Notification should be in writing. Additionally:

1. If an applicant provides written notification to the school within three (3) days of the date of signing the Enrollment Agreement that they do not intend to enter school, all monies paid will be refunded within thirty (30) days of that notification.
2. An applicant who cancels their enrollment more than three (3) days after the date of signing the Enrollment Agreement but before starting classes, will receive a refund within thirty (30) days of all monies paid with the exception of the application fee.
3. If an applicant is denied admission to the College for any reason, all monies paid by the applicant will be refunded within thirty (30) days of the denial.
4. Applicants who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment. Any monies paid will be refunded within thirty (30) days.
5. Once a student has started classes, refunds will be made to the student or private assistance program(s) within thirty (30) days from the date of determination of the last day of attendance or to Title IV Federal Student Aid programs, as identified below, within forty-five (45) days from the date of determination of the last day of attendance.
6. In cases where a student does not return from an approved leave of absence, refunds will be made using the documented date of the student's expected return to school from that leave of absence. Refunds will be made to the student or private assistance program(s) within thirty (30) days from the date that the student was expected to return to school and to Title IV Federal Student Aid programs, as identified below, within forty-five (45) days from the date of the student's expected return to school.