

# Tuition, Fees, and Financial Aid

## Financial Aid

### Please Have Your Funding In Order Before Training Begins

AVTEC accepts funding from most funding sources that provide a written Billing Authorization detailing what will be funded by the organization. The written Billing Authorization is a commitment by the organization to pay what they have agreed to. For more information, contact the Admissions or Financial Aid departments.

Students should contact the Workforce Investment Act (WIA) offices within their regions to see if they may qualify for WIA funds. Check with the State of Alaska Job Center for more information.



AVTEC Institutional Code: 031603

Federal Pell Grants, Federal Stafford Loans, and Alaska Supplemental Education Loans (formerly the Alaska Student Loan Program) are available to qualified students. Applicants must submit a FAFSA (Free Application for Federal Student Aid), either via the web at <http://www.fafsa.ed.gov/>, or via paper application. FAFSA paper applications are available at high schools, local colleges/communities colleges, and from AVTEC's Admissions or Financial Aid Office. Funding for Federal Pell Grants is based on financial need exhibited by the student based on their prior year's tax return information. Applicants may be required to provide a copy of prior year's tax returns, if requested by the Financial Aid Office.

Alaska Family Education Loans are also accepted by AVTEC, and may be obtained by either completing an online application at [www.alaskadvantage.state.ak.us](http://www.alaskadvantage.state.ak.us) or downloading the application, completing it and mailing it to the address on the application. All of these funds, if awarded, are subject to Federal and State regulations and AVTEC policy. These funds are disbursed in two disbursements; one at the beginning of training, and the second when half of the total program hours are completed by the student. Students must meet AVTEC's definition of Satisfactory Academic Progress to receive the funds.

To read more about Federal Financial Aid, please visit the following website:  
[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html).

### Other Financial Aid Sources

Other financial aid sources are the Department of



Veterans' Affairs (VA), Native Corporations, Division of Vocational Rehabilitation (DVR), and the Bureau of Indian Affairs (BIA). To find out if you qualify for funding, contact the agencies in your region.

Occasionally students are eligible to receive unemployment insurance benefits while attending training. For more information, contact Unemployment Insurance at (888) 252-2557.

### Payments Dormitory

Dorm rooms are available to students. However, minimum age to reside in AVTEC housing is 18. Dorm residents must pay a security deposit which will be refunded providing there are no outstanding charges. Meals are not included in dorm costs. Dorm residents are required to purchase a meal plan.

Students who elect to live in the dormitory will have a room reserved for the entire length of the training program. Short-term dorm accommodations may be arranged with prior approval. Dormitory residents must pay their dormitory fees for the entire term at the beginning of each term. Fall term is from the start of the student's training program until the Christmas break. Spring term is from the end of Christmas break until the student's graduation date, or summer break, whichever comes first. If a student moves from the dormitory at any time during the contract period, either by choice, eviction, withdrawal, or termination, the student forfeits all payments for the current term. Students who graduate

## TUITION, FEES, AND FINANCIAL AID

early will be charged up to the date they move out of the dorms.

### Family Housing

AVTEC has one bedroom, two bedroom and four bedroom furnished apartments for students with families. If accepted for family housing, the applicant must pay half of the security deposit and sign a family housing contract to reserve an apartment. Family housing residents must pay the remaining half of their security deposit and first month's rent when they move into their apartment. Meals are NOT included for family housing residents.

Meal tickets may be purchased at the Business Office, 8 AM to 5 PM, Monday through Friday. There is a discount for volume purchases. Meal tickets are non-refundable.

### Tuition

A \$100 registration fee is required to be submitted within 30 days of notification of acceptance for all long term programs to secure a training position. The registration fee is applied towards tuition on enrollment day. The first half of tuition (less the \$100 registration fee), book fees, student fees, and the current term dorm and meal plan must be paid on enrollment day. Tuition for short-term programs (less than six weeks) is required to be paid in full to reserve a training position.

### Security Deposit, Student Services Fee, and Technology Fee

A student security deposit of \$50 is required to be paid on enrollment day. This deposit is fully refundable if there are no outstanding charges on the student's account at the end of the training program, upon withdrawal, or termination. Refunds will be mailed to the payor within 30 days after notification of student's withdrawal or termination is received at the Student Records Office. A non-refundable student services fee and a non-refundable technology fee are also required to be paid on enrollment day.

### Returned Check Policy

AVTEC accepts payment by personal check and reserves the right to withdraw that privilege at any time to anyone. The person receiving the benefit from the returned check is responsible for repayment if the check is returned to AVTEC unpaid. A \$25 returned check charge, plus the amount of the check, will be charged to the party responsible for the check. The fee will be assessed for any checks returned to AVTEC regardless of the reason.

### Transferring from One Program to Another

Students are able to transfer from one training program to another by completing a Training Program Transfer Request form. Approval from the department head of both

training programs, the student's counselor, AVTEC's Instructional Administrator, and when applicable, a designee for the student's funding source is required. The student must meet with AVTEC's Financial Aid Officer to go over the changes in costs that will occur as a result of the transfer and notify the Admissions Office. The transfer form can be obtained from the student's counselor and must be filled out completely, signed, and given to the Student Records Office prior to the transfer taking effect.

### Withdrawal, Refund, and Repayment Policies

AVTEC is required to have a fair and equitable refund policy. Using the appropriate refund policy for the student's financing and program length, a refund is calculated if a student withdraws, drops out, is terminated, or otherwise fails to complete the student's contracted training program on or after the first day of training. The school's policy is considered fair and equitable if the policy provides for a refund of the larger of the calculations required for the type of financing the student is receiving.

## Policies Affecting All Students or Potential Students

### Withdrawal/Cancellation Before Classes Begin

All monies paid, with the exception of the non-refundable application fee, will be refunded if notice of cancellation is received seven calendar days prior to the first day of training. If notice of cancellation is not received seven calendar days prior to the first day of training, \$100 of the registration fee will be considered a termination fee, thus non-refundable. Any tuition funds paid in excess of \$100 will be refunded to the party that paid them.

If the student fails to attend by the third day of training and has not arranged for late enrollment, the student will be dropped from enrollment and the registration fee of \$100 will be retained as a termination fee, as noted in the paragraph above. Late enrollment may be allowed under extenuating circumstances and must be pre-arranged through AVTEC's Admissions Office.

Short-term students (students enrolled in programs less than six weeks in length) who do not show up for class will forfeit the tuition for the class, up to \$100, as a termination fee. Any organization that has agreed to pay the student's tuition via a billing authorization will be billed for the termination fee.

Cancellations will be acknowledged in writing. Refunds will be made within 30 days of the notification of cancellation to the parties that paid the funds.

Refunds are not calculated on application, technology, and student service fees, or nonrefundable tools, books,

or materials provided by AVTEC. Refunds are also not calculated for the dormitories or meal plans.

### **Withdrawal/Cancellation After Classes Begin**

To officially withdraw from school, a student must submit a written, signed and dated statement of withdrawal, indicating the reason and effective date of the withdrawal. If a student fails to officially withdraw, the school will terminate the student at the point the instructor or department head determines the student will not be returning to training. Students who fail to return from a leave of absence will be considered withdrawn effective the date of their scheduled return to school.

Official withdrawals will be acknowledged in writing.

### **AVTEC Refund Policy**

Refunds will be made as follows:

- For the period of time after the training program begins but before the Fourth day of training, the institution shall refund 100% of the tuition. After that,
- For the period of time after the third day of the training program but not more than 10% of the training program has elapsed, the institution shall refund 90% of the tuition. After that,
- For the period of time after which greater than 10% but no more than 20% of the class has elapsed, the institution shall refund 80% of the tuition. After that,
- For the period of time after 20% of the training program but not more than 25% of the training program has elapsed, the institution shall refund 55% of the tuition. After that,
- For the period of time after 25% of the training program but not more than 50% of the training program has elapsed, the institution shall refund 30% of the tuition. After that,
- Once 50% of the class has elapsed, rounded to the nearest percent, no tuition will be refunded.
- Room and board/rent will be charged consistent with the agreement signed for housing. Any funds paid in excess of the current charges will be refunded.
- Refunds to eligible veterans will be made on a prorated basis.

### **Repayments – Title IV Federal Policy**

Students receiving any Federal Title IV aid, such as Federal Pell Grants, Federal Stafford Loans, and Federal PLUS loans are subject to the regulations of that program as written by the Federal Government under the Higher Education Act of 1965 (as amended).

Students who withdraw from class, are terminated by the institution, or otherwise do not complete their contracted class prior to completing more than 60 percent of the payment period will have their eligibility for aid recalculated based on the percent of the term that has

elapsed and that the student has completed. For example, when a student withdraws and has only completed 30 percent of their first term of training, it will be determined they have only "earned" 30 percent of the Federal Title IV aid that has been disbursed or could have been disbursed for that term. The other 70 percent of the funds must be returned by the student/school, as those funds are considered "unearned" funds.

The following is the priority of the distribution of refunds, as mandated by federal and state regulations: 1) Unsubsidized Federal Stafford Loans, 2) Subsidized Federal Stafford Loans, 3) Federal Pell Grants, 4) Alaska Student Loan, 5) Other federal, state, private, or institutional sources of aid, 6) the student and/or student's family.

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If the amount of aid that is considered "unearned" and must be returned by AVTEC is more than the amount that the student has on their account at AVTEC, the student must repay AVTEC. The student will not be able to attend

## TUITION, FEES, AND FINANCIAL AID

AVTEC until that debt is repaid. The funds will be returned to the appropriate Title IV programs in this order: Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, Federal PLUS Loans, Federal Pell Grants.

If, once the school returns the portion of aid they are required to return, there is still an amount considered "unearned" and due, the student is responsible for repaying that debt to the US Department of Education. This information will be referred to the US Department of Education by AVTEC. Failure to repay these funds may result in the inability to receive Federal Title IV aid, tax refund garnishment, and other consequences.

If it is determined that a withdrawing student has more aid earned than has actually been disbursed as of the withdrawal date, AVTEC may apply "post-withdrawal disbursements" to any current year charge owed AVTEC

without the specific permission of the student, providing the student would have been otherwise eligible for the aid as of the withdrawal date. If any of the "post-withdrawal disbursement" aid remains after amounts owed to AVTEC have been paid, withdrawing students (or their respective PLUS borrower) will be offered, in writing, post-withdrawal disbursements of the funds within 30 days of the withdrawal/termination date. The withdrawing student must accept the balance of the "post-withdrawal disbursement" within 14 days, and AVTEC must provide the funds to the withdrawn student within 90 days of the withdrawal date. If the student or parent for PLUS loans does not respond within the 14-day window, AVTEC is not required to make the disbursement, but may do so at its discretion.