



Effective date: 08/30/2021

Refund Policy (#100)

Northern Marianas Technical Institute (NMTI) has established guidelines for returning funds to students and/or sponsors as applicable.

Policy

A student or sponsor may be entitled to a refund of tuition fees in the event that a student provides a written notice of withdrawal received by the Institution no later than seven (7) days after the effective student contract date on the registration form. The letter of notice must state withdrawal reason, details of the program student withdrawing from the Institution. In other instances, the institution may provide written notice that a student has been dismissed from the program, with a statement of reason.

Procedure

A. In the event of withdrawal or dismissal:

- The student must provide written notice to the institution no later than seven (7) days after the effective student contract date on the registration form, that he/she is withdrawing from the program; OR
- The institution provides written notice to the student advising that the student has been dismissed from the program.

The written notice of withdrawal or dismissal may be delivered via email, facsimile, or hardcopy provided that a receipt or other verification of payment is available that indicates the date on which the payment was received.

The notice of withdrawal or dismissal is deemed to be effective from the date of delivery and received by Institute staff (Student Service or Finance Department). The refund to which a student is entitled is calculated on the total tuition payment received as stated on the student contract. If total tuition has not been collected, the institution is not responsible for refunding more than has been collected to-date. Student may be required to make up for monies due under the student contract. If the institution has received tuition in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.

B. Add and Drop Classes

Students may add, drop or change class modules during the schedule adjustment period. During the schedule adjustment period students will not be charged to drop and add class modules if they are of equal credit value. We advise that all students check with Amin. Office for the schedule of add and drop class schedule.

C. Refunds Before or During Withdrawal period

- If a completed withdrawal form is received by the institution within seven (7) days after the effective student contract date, the institution may retain 5% of the total tuition under the student contract to a maximum of \$200.
- If a completed withdrawal form is received by the institution more than seven (7) days after the effective student contract date and less than 30 days before the program start date, the institution may retain 15% of the total tuition under the student contract to a maximum of \$375.

D. Refunds After Withdrawal period

- A justification for class withdrawn after the seven (7) days withdrawal period is received by the institution or a student is dismissed after the program has started. NMTI may retain 20% of the total tuition under the student contract.
- If a student withdraws or is dismissed where more than 50% of the period of instruction specified in the student contract has elapsed, no refund is required.

E. Other Refund Requirements

- Where a student did not meet the institutional and/or program/course specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition paid under the student contract.

For example:

- a) Cancellation of class due to low enrollment.
 - b) Death in the family
 - c) Hospitalization
 - d) Or other unforeseen reasons
- Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within thirty (30) days of an institution's written notice of dismissal.

F. Appeals

Should the student be in disagreement with the process followed, an appeal can be conducted. Consult your student handbook for policy on such appeals.

G. Treatment of Overpayments

The institution is liable for any amount of tuition overpayment (including amounts under \$25) that occurred because the Institution failed to follow the procedures set forth on any given grant. The Institution must restore an amount equal to the overpayment to its grant account.

A student is not liable for, and the institution is not required to attempt recovery of the overpayment if the amount of the overpayment is less than \$25 and is not a remaining balance.

If the institution makes an overpayment for which it is not liable, a written notice must be sent to the student requesting repayment of the overpayment amount.

Any financial assistance such as CNMI Scholarship that are considered refundable shall be refunded to the student if such financial award has exceeded the tuition and fee charges.

NOTICE OF NORTHERN MARIANAS TECHNICAL INSTITUTE STUDENT NON-DISCRIMINATORY POLICY

The Northern Marianas Technical Institute admits students of any race, color national origin, and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the Institute. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and other institute-administered programs.

Reviewed and concurred by:



Jodina C. Attao, CEO



Date



FINANCE DEPARTMENT

REF NO.: 21-

STUDENT REFUND REQUEST FORM

Course Title:	
Full Name:	
Student ID:	NRIC/SSN:
Date of Refund Request:	

REFUND DETAILS

Reason for Refund:	
Amount to be Refunded:	\$

STUDENT'S SIGNATURE	PARENT/GUARDIAN'S SIGNATURE	RECEIVED BY REGISTRAR
Name: _____ Date: _____	Name: _____ Date: _____	Name: _____ Date: _____

FOR FINANCE OFFICE

<i>Approved:</i> <input type="checkbox"/>	Budget Analyst Signature: _____ Date: _____
<i>Disapproved:</i> <input type="checkbox"/>	CEO Signature: _____ Date: _____ Jodina C. Attao
<i>Reason for Disapproved:</i>	