

## Parent Notification (High School)

Administration shall report the occurrence of an incident of bullying as defined by District policy to the parent/guardian of all minor students known to be involved in the incident on the same day an investigation of the incident has been initiated. Notification shall be by telephone or by personal conference and in writing by first-class mail and shall be consistent with the student privacy rights under applicable provisions of the Family Educational Rights and Privacy Act of 1974. The notice shall advise the individuals involved of their respective due process rights including the right to appeal any resulting determination or action to the State Board of Education.

## Tobacco, E-Cigarettes, and Vape Devices

The use of any tobacco, e-cigarette, or vape device on any campus is prohibited at all times. The prohibition applies to faculty, staff, students, and visitors. Violations are referred directly to Administration.

# Tuition, Fees, & Refunds

## Tuition Refunds (Adults only)

Students in adult-only programs, and adult students in blended programs, are responsible for making their tuition payments on time, per their unique payment plan. When students withdraw from a program, refunds are issued to the students based on the governing board approved refund schedule. The Financial Aid Office will automatically issue a refund within 45 days of the withdrawal request. Students do not need to request a refund.

For 2023-2024, the tuition refunds are as follows:

Reason	Refund
Class is canceled	100%
Student withdraws within ten (10) calendar days of the start of class	100%
Student withdraws after the first half of the course	0%
Student is called to active military duty	100%
Student withdraws due to hardship	Prorated

## Withdrawals

To withdraw for any reason a student must complete a Withdrawal Request Form and submit it to their Program Director with supporting documentation, if necessary. The Withdrawal Request Form is available from the Executive Assistant to the Directors, and from the Program Director overseeing the student's program.

## Program Class Fees, Refunds or Transfers

The Financial Aid Office will automatically issue a refund within 45 days of the withdrawal request. Students do not need to request a refund.

Supply and uniform fees, less \$100.00, will only be refunded if the student submits a Request to Withdraw Form before the tenth (10th) calendar day of the start of class. Fees for consumable supplies and books will not be refunded once the student receives them. Registration, parking, and student ID fees are non-refundable. When student withdrawals are made prior to the beginning of the 10th day of class, class fees may be able to be transferred to the new EVIT program.

If a student has received Title IV Federal Financial Aid, the student may have to repay the funding received. The District is required to return unearned federal funding to the U.S. Department of Education. Students will be billed for the portion the District must return.

## Hardships

Hardships include:

- A doctor verified serious illness
- Serious illness or death in the family
- Involuntary change in residence or job transfer
- Divorce, or
- Unexpected loss of income.

## Non-Sufficient Funds (NSF)

EVIT accepts cash, cashier's check, money order, or personal check for the payment of tuition, class fees, books, supplies, or other related costs. A receipt is given for each transaction.

Adult students may also pay by MasterCard or VISA.

If a personal check is returned due to the fact of Non-Sufficient Funds (NSF) or a credit card is declined, then the following procedures shall apply:

1. A certified letter, with return receipt requested, will be sent to the name and address listed on the student registration document or credit card voucher, explaining the reasons for the letter and the terms under which repayment of funds are to be made. The recipient will be allowed five calendar days from the date of receipt of the letter to correct any issues. In addition to repayment of funds, the following fees shall be charged:
  - a. \$25.00 NSF Fee
  - b. Certified Letter Fee, and
  - c. Other Related Fees
2. Repayments to EVIT will be made by money order, cashier's check or cash.
3. *Checks will not be accepted for any subsequent payment.*

4. If the recipient has not corrected the debt within five calendar days, the recipient's account will be forwarded to the Maricopa County Attorney.

## Students with Delayed Disbursement Funding from VA (Adult students):

EVIT will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

## Payment Plans

Failure to make timely payments may result in withdrawal from the program after two consecutive late payments, regardless of the balance on the student's financial account. The last payment of an approved payment plan will be due prior to the last class day of the semester. Example 1: Semester ends on the 20th of May; the last payment is due the 5th of May. All students on a payment plan will have a monthly due date on the 5th of each month. If the 5th falls on a Saturday, Sunday, holiday or non-school day, payment is due on the next official school day. Regardless of the date the initial deposit payment was made, the first monthly payment will always be due on the 5th of each month. Late fees will be assessed at a rate of \$10 per day up to \$50 per month, beginning on the 6th of each month. Students may not advance to the next semester or block of instruction until the current semester or block of instruction tuition fees are paid in full.