

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 3260

ADOPTED: 5/19/21

CLASSIFICATION: General Administrative Policies

SUBJECT: Fees and Refunds for Adult Professional Development Programs

The Ventura County Superintendent of Schools (County Superintendent) recognizes its responsibility to support lifelong learning and programs and services to support adults in the pathway to their career or ongoing professional learning. The VCOE offers various opportunities for adult learning in programs much of which are not connected to a dedicated source of funding. As necessary, programs (non-K-12 education) may charge fees to recover the cost of the program. Where applicable, VCOE might be able to combine a source of funding and partial cost recovery fees. The unique circumstances and associated costs of each professional learning opportunity will inform the amounts for the applicable fees.

Books, materials, equipment, supplies, and other resources necessary for K-12 education (birth to age 22 for Special Education) student participation in the VCOE's educational program is made available to students at no cost. No student shall be required to pay a fee, deposit, or other charge for participation in an educational activity which constitutes an integral fundamental part of the VCOE's educational program, including curricular and extracurricular activities.
(Education Code 49010, 49011; 5 CCR 350)

As necessary, the County Superintendent may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the County Superintendent shall consider relevant data, including the socioeconomic conditions of students' families and their ability to pay.

A complaint alleging noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the procedures in Board Policy 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

COLLECTION OF FEES AND REFUNDS FOR ADULT STUDENT PROGRAMS

Program fees are due upon registration. Payment plans may be an option and if a payment plan is desired, the details would be arranged at the time of registration with the individual program. VCOE reserves the right to modify program fees due to actual cost increases, up to the start of registration for any adult student program. Adult students on payment plans who miss one or more payments are in default and their participation in the program will be on hold until all payments are current.

Examples of the current programs are Credential Programs through the Educator Support and Effectiveness department or Adult Career Education Courses through the Career Education Center.

The process of registration for adult student programs has inherent costs. Therefore, after registration, any refunds for courses will be less the registration fee. The registration fee will vary by individual program.

Refunds are to be requested in writing by the adult students that have already registered and paid. Fees for courses or programs canceled by VCOE due to lack of enrollment or other reasons, will be 100% refunded within 45 days of the cancelation.

Refunds for withdraw prior to the first day of class beginning will be provided if notice is made before the first day; however, the registration fee is nonrefundable.

Refunds for withdraw up to four weeks after the program or course has started, will be subject to up to 50% refund. In addition, partial refunds may be prorated and will be based on the various duration of the courses and programs offered. Requested refunds for withdraw after four weeks of participation may not be granted and will be determined upon review of program duration and subject to Administration cost considerations. Refunds are not available for students enrolled in the Certified Nurse Assistant or Dental Assistant programs after the first day of class.

Refund considerations may be made by Administration in cases of extenuating circumstances such as death in the family, loss of home, catastrophic illness, or other similar emergencies.

VCOE reserves the right to have each program maintain its detailed fee schedules by course which would also include any refund details that might vary because of the duration and scope of each program or course.