

Refund Policy

ACOT's refund policy conforms to the standards set by the Missouri Department of Higher Education and Distance Education and Training Council (DETC).

ACOT uses a time-based Refund Policy; it applies to all diploma and degree programs offered at ACOT. ACOT does not charge application or registration fees.

The refund policy applies to individual courses. When a student enrolls in a diploma or a degree program, ACOT will refund 100% of the total course price for courses the student never started.

Withdrawal, Cancellation and Buyers Right to Cancel

A STUDENT may cancel the enrollment agreement/contract at any time within seven (7) calendar days of the signing of this contract and receive a full refund of all monies paid (if tuition has been paid). A student's notification of cancellation may be conveyed to the institution in any manner, including by phone, email, chat, fax, US mail, or by completing an online form located within ACOT eLearn.

Students who withdraw from ACOT courses after the first week of class do not need to return textbooks or materials provided for the class.

Below is the breakdown for the tuition refund for a six (6) week course for students who withdraw once the course has begun. ACOT's policy is fair and equitable, and exceptions to the policy will be made at the President's discretion. In case of cancellation or withdrawal, all refunded money will go directly to the funding source (such as government agencies), unless specifically, the funding source authorizes ACOT in writing to release the funds to the student. The student will receive the refund (if tuition has been paid) within 30 days. The refund check will be mailed using the US postal service.

The table below sets out the percentage of tuition that will be refunded to students who complete only part of a course, normally defined as an academic term with three semester credit hours. If the student contracts for a program of study, defined as a learning unit that includes two or more courses, each course must be treated separately for the purposes of calculating any refund to the student. For example, a student who contracts with an institution for three distinct three-credit courses, but completes only part of one course, is entitled to a full refund on the remaining two uncompleted courses.

If a student cancels or withdraws during the course, the following refund amount will apply according to the following table:

Example

The tuition cost for a 3 credit hour course is \$747, while the cost for books and software for the course is \$75. The total course price is: \$822.00

| Course Duration in weeks | Week of Cancellation or Withdrawal | Refund Ratio | Money Returned to Student |
|--------------------------|------------------------------------|--------------|---------------------------|
| 1 – 6 | During 1 st . Week | 100% | \$822.00 |
| | During 2 nd . week | 70% | \$575.40 |
| | During 3 rd . week | 40% | \$328.80 |
| | During 4 th . week | 20% | \$164.40 |
| | During 5 th . week | 0% | \$0.00 |

In case of cancellation or withdrawal, all refunded money will go directly to the funding source (such as government agencies), unless specifically, the funding source authorizes ACOT in writing to release the funds to the student.

Title IV Refund Policy

For information regarding this policy, please refer to “Title IV Refund Policy” in the Financial Aid Section of the catalog.

Special Considerations

Special consideration is given, for the benefit of the student, on a case by case basis regarding verifiable mitigating circumstances and military deployment and is at the discretion of the President. Such cases may include but are not limited to student death, severe illness, natural disasters, unpreventable loss of internet access, and other circumstances beyond the student’s control.