

# **VT EMS District 9**

## **Course Reimbursement Guideline**

**Purpose:** The purpose of this SOG is to define the reimbursement schedule if a student drops out of a District course during the course.

A student who drops a course (EMR, EMT, AEMT):

**SOG 3.1** - A student who drops a course (EMR, EMT, AEMT) within the first week of the class and returns all materials (book, workbook etc) will receive a full refund of all tuition paid.

**SOG 3.2** - A student who drops a course (EMR, EMT, AEMT) within the first 4 weeks of the class will receive 1/2 of the full tuition of the course (if it has been paid)

**SOG 3.3** - If a student drops the class after the first 4 weeks of the course, reimbursement will not be approved by the district.

**SOG 3.4** - Any tuition paid by an agency for a student will be reimbursed to the agency instead of the individual following the above timeline.

**SOG 3.5** - There will be no reimbursement approval for students who do not attend 1 day or weekend courses sponsored by the district.

Approved: 8/29/16