

### Students Enrolled Prior to Visiting the Institution

Students who have not visited Jersey College's facilities prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at orientation or a tour of the facilities and inspection of the equipment. A student who has not visited Jersey College's facilities prior to enrollment and has not withdrawn within the three-day period will be considered a student and refunds, when due, will be calculated as set forth under "State Policies - Alabama - Refund Policies - Withdrawal or Termination After the First Day of Class".

Refunds, when due under this section will be made within forty-five (45) days of the withdrawal date. A student withdrawing under this section is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

### Withdrawal or Termination After the First Day of Class

Refunds of tuition and fees in a credit hour program paid in advance or sums due to the college when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Students will be responsible to Jersey College for tuition and tuition will be refundable as set forth in the following charts.

<b>16 Week Course Time of Withdrawal/ Termination and Period of Obligation</b>	<b>Refundable Amount</b>	<b>Student Responsibility to Jersey College</b>
Weeks 1 - 2	90% of tuition	10% of tuition
Weeks 3 - 4	50% of tuition	50% of tuition
Weeks 5 - 8	25% of tuition	75% of tuition
Weeks 9 - 16	No refund	100% of tuition

<b>14 Week Course Time of Withdrawal/ Termination and Period of Obligation</b>	<b>Refundable Amount</b>	<b>Student Responsibility to Jersey College</b>
Weeks 1 - 2	90% of tuition	10% of tuition
Weeks 3 - 4	50% of tuition	50% of tuition
Weeks 5 - 7	25% of tuition	75% of tuition
Weeks 8 - 14	No refund	100% of tuition

2. Students will be responsible to Jersey College for incurred term-based fees (enrollment, and technology and verification fees).
3. Students will be responsible to Jersey College for all equipment, supplies, books, kits, drug screenings, uniforms or other materials issued to or purchased on behalf of the student.
4. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
5. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
6. Refunds, when due, will be made within forty-five (45) days of the effective date of withdrawal or termination.

### Return of Title IV Funds

The federal government has established a Return of Title IV Funds (R2T4) Policy. This policy requires Jersey College to perform a Return of Title IV funds calculation for Title IV recipients withdrawing or being terminated from their program of study after entering the institution and before completing 60.1% of the payment period. This calculation determines the amount of Title IV funds that a student has earned and the amount that must be returned to the federal programs. The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of a payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that such student was scheduled to receive for that period.

All unearned Title IV funds will be returned to the applicable federal program within forty-five (45) days from the effective date of withdrawal or termination. Students remain liable to Jersey College for all tuition and fees earned and not paid from Title IV or other funds.

### Course Repeats

Tuition, fees and instructional charges related to course repeats in a credit program are refundable as set forth under "State Policies - Alabama - Refund Policies - Withdrawal or Termination After the First Day of Class".

### Violation of Code of Alabama §16-46-1(7) and (8) (1975)

A full refund is due students whose contracted educational services are denied by Jersey College as a result of economic or academic fraud as defined in the Code of Alabama §16-46-1(7) and (8) (1975).

## Arizona

### State and Regulatory Licensing and Approvals

Students enrolled in programs in the State of Arizona may contact these entities to obtain additional information or address concerns.

Arizona State Board for Private Post Secondary Education  
1740 W. Adams Street, #3008  
Phoenix, AZ 85007

Arizona State Board of Nursing  
1740 W Adams Street  
Phoenix, AZ 85007

### Campuses

The addresses, contact details and general hours for the campuses of Jersey College in Arizona are:

#### Mesa Campus (Instructional Service Center)

10238 East Hampton Avenue  
Mesa, AZ 85209  
Phone: (480) 520-8911

#### Tucson Campus (Instructional Service Center)

1980 West Hospital Drive  
Tucson, AZ 85704  
Phone: (520) 210-8900

The Mesa instructional service center is situated in Maricopa County. The facility is located in Mesa, Arizona. The instructional service center is composed of approximately 11,000 square feet of classroom, lab, learning center and office space. The Mesa campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

The Tuscon instructional service center is situated in Pima County. The facility is located within the Northwest Medical Center campus in Tuscon, Arizona. Northwest Medical Center is a 300-bed Joint Commission Accredited full-service hospital. The instructional service center is composed of approximately 11,000 square feet of classroom, lab, learning center and office space. The Tuscon campus is typically open Monday–Thursday from 7:00 a.m.–5:00 p.m. and Fridays 7:00 a.m.–4:00 p.m.

### Clinical Ratio in the Nursing Programs

The student to faculty ratio for nursing clinicals in the State of Arizona ranges from 5:1 to 10:1.

### Nursing Professional Development

Arizona Nurses Association  
1850 E Southern Ave #1  
Tempe, AZ 85282  
[www.aznurse.org](http://www.aznurse.org)

### Appeals to Arizona Board for Private Postsecondary

Any person may report to the Arizona Board for Private Postsecondary Education any information which shows that a person licensed pursuant to Chapter 32 of the Arizona Revised Statutes constitutes a threat to the public health, safety and welfare.

If a student's complaint cannot be resolved after exhausting Jersey College's appeal process, a student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

The Arizona Board for Private Postsecondary Education may be contacted at:  
1740 W. Adams Street, #3008  
Phoenix, AZ 85007  
Phone #: 602-542-5709  
Website address: <http://ppse.az.gov>

For additional information on the state complaint process students are directed to <https://ppse.az.gov/student-complaint-procedure>.

### Board of Nursing Licensure Information

The following provides an overview of the regulations, policies and procedures related to nursing licensure in State of Arizona.<sup>1</sup> The information is disclosed to provide students with a summary of the licensure requirements and promote an informed decision prior to enrollment at Jersey College.

#### Requirements for Licensure by Examination

1. Registered nursing applicants must hold a Diploma, Associate Degree or Baccalaureate Degree in Nursing from an approved program. Licensed Practical Nursing applicants must hold a Diploma or Certificate from an approved program.
2. Applicants must achieve a passing score on National Council Licensure Examination ("NCLEX exam").

<sup>1</sup> The licensure information presented (including fees) is not intended to be an exhaustive disclosure of licensure related activities and policies. Students are advised to contact the Arizona State Board of Nursing and/or review the statutes, regulations and other procedures established by the State of Arizona and the Arizona State Board of Nursing for additional information and licensure requirements in the State of Arizona.

to the defendant. For the purposes of this subdivision, “mental defect” means the victim is unable to comprehend the distinctively sexual nature of the conduct or is incapable of understanding or exercising the right to refuse to engage in the conduct with another.

(c) The victim is intentionally deceived as to the nature of the act.

(d) The victim is intentionally deceived to erroneously believe that the person is the victim’s spouse.” ARS 13-1401(A)(7)

*Stalking:* In the State of Arizona a “person commits stalking if the person intentionally or knowingly engages in a course of conduct that is directed toward another person and if that conduct causes the victim to:

1. Suffer emotional distress or reasonably fear that either:
  - (a) The victim’s property will be damaged or destroyed.
  - (b) Any of the following will be physically injured:
    - (i) The victim.
    - (ii) The victim’s family member, domestic animal or livestock.
    - (iii) A person with whom the victim has or has previously had a romantic or sexual relationship.
    - (iv) A person who regularly resides in the victim’s household or has resided in the victim’s household within the six months before the last conduct occurred.
2. Reasonably fear death or the death of any of the following:
  - (a) The victim’s family member, domestic animal or livestock.
  - (b) A person with whom the victim has or has previously had a romantic or sexual relationship.
  - (c) A person who regularly resides in the victim’s household or has resided in the victim’s household within the six months before the last conduct occurred.” ARS 13-2923

*Sexual Offenders Registry:* <https://www.azdps.gov/services/public/offender>.

The following hotlines are available in the State of Arizona for additional help with Sex-Based Offenses and other issues:

AZ Coalition to End Sexual & Domestic Violence	602-279-2900
Arizona Rape Crisis Center	877-698-0899
AZ Dept. of Corrections Victim Assistance	866-787-7233
AZ AIDS/HIV Hotline	800-448-0440
AZ Family Resource Guide	800-656-4673
AZ Statewide Crisis Hotline	844-534-4673

### *Refund Policies*

Jersey College adheres to the following policy in determining refunds of tuition and fees paid in advance or sums due to the College when a student withdraws or is terminated from the College prior to the completion of a course or a program. For purposes of the refund policies, a working day means a day other than a Saturday, Sunday, or state or federal holiday.

#### Cancellation of Program or Course

If tuition and fees are collected in advance of the start date of a program or course and Jersey College cancels the program or course, as applicable, 100% of the tuition and fees collected are refundable. Such refunds, when due, will be made by Jersey College within thirty (30) days of the planned start date. Where a program or course is canceled, an individual is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

#### Withdrawal or Termination On or Before the First Day of Class or Within Three Days of Enrollment Agreement

Individuals accepted into a program or course at Jersey College may withdraw from the scheduled program or course in person or in writing before or on the first day of the scheduled start date for such program/course or within three (3) working days from the individual signing an enrollment agreement. Refunds of tuition paid in advance or sums due the college when a person withdraws or is terminated from Jersey College prior to or on the first day of class or within three (3) working days from the individual signing an enrollment agreement will be determined as follows:

1. All tuition paid by students will be refunded.
2. All fees paid by students will be refunded, except any obligation or other fee (equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials) which are not returnable as a result of use or not returned within three (3) days of the date of withdrawal/termination.
3. Refunds, when due, will be made without requiring a request from the individual withdrawing or being terminated.
4. Refunds, when due, will be made within thirty (30) days of the program/class start date.

A person accepted into a program or course not requesting withdrawal on or before the scheduled starting date or within three (3) working days from the individual signing an enrollment agreement will be considered a student and refunds, when due, will be calculated as set forth under “State Policies - Arizona - Refund Policies - Withdrawal or Termination After the First Day of Class”.

### Students Enrolled Prior to Visiting the Institution

Students who have not visited Jersey College's facilities prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at orientation or a tour of the facilities and inspection of the equipment. A student who has not visited Jersey College's facilities prior to enrollment and has not withdrawn within the three-day period will be considered a student and refunds, when due, will be calculated as set forth under "State Policies - Arizona - Refund Policies - Withdrawal or Termination After the First Day of Class".

Refunds, when due under this section will be made within thirty (30) days of the withdrawal date. A student withdrawing under this section is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

### Withdrawal or Termination After the First Day of Class

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1. Students will be responsible to Jersey College for tuition and tuition will be refundable as set forth in the following charts.

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2. Students will be responsible to Jersey College for incurred term-based fees (enrollment, and technology and verification fees).
3. Students will be responsible to Jersey College for all equipment, supplies, books, kits, drug screenings, uniforms or other materials issued to or purchased on behalf of the student.
4. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
5. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
6. Refunds, when due, will be made within thirty (30) days of the effective date of withdrawal or termination.

### Return of Title IV Funds

The federal government has established a Return of Title IV Funds (R2T4) Policy. This policy requires Jersey College to perform a Return of Title IV funds calculation for Title IV recipients withdrawing or being terminated from their program of study after entering the institution and before completing 60.1% of the payment period. This calculation determines the amount of Title IV funds that a student has earned and the amount that must be returned to the federal programs. The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of a payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that such student was scheduled to receive for that period.

All unearned Title IV funds will be returned to the applicable federal program within forty-five (45) days from the effective date of withdrawal or termination. Students remain liable to Jersey College for all tuition and fees earned and not paid from Title IV or other funds.

### Course Repeats

Tuition, fees and instructional charges related to course repeats in a credit program are refundable as set forth under "State Policies - Arizona - Refund Policies - Withdrawal or Termination After the First Day of Class".

### *Use of Restrooms and Changing Facilities - Rule 6E-7.001 of 553.865, F.S.*

Restrooms and changing facilities at the Florida campuses are designated for exclusive use by males or females, as defined 553.865(3), F.S. To the extent a restroom or changing facility is unisex, that restroom or changing facility may be individually used by either sex. Co-mingling in a unisex restroom or changing facility is prohibited. Notwithstanding the foregoing, an individual may enter a restroom or changing facility designated for the opposite sex or co-mingle a unisex restroom or changing facility under the following circumstances (“permissible reason”):

- to accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in 825.101, F.S., a person with a disability as defined in 760.22, F.S., or a developmental disability as defined in 393.063 F.S.;
- for law enforcement or governmental regulatory purposes;
- for the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- for custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
- if the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

Jersey College reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures, up to and including dismissal from the College or termination of employment, upon students, faculty, or staff who willfully enter, for a purpose other than for a permissible reason, a restroom or changing facility designated for the opposite sex on the premises of the College and refuse to depart when asked to do so by a College administrative personnel, faculty member, security personnel, or law enforcement agent. Such actions shall be considered breaches of the Student Conduct Policy and Staff Conduct Policy (as applicable).

To the extent an individual who is not enrolled at or employed by Jersey College willfully enters, for a purpose other than for a permissible reason, a restroom or changing facility designated for the opposite sex on the premises of the College and refuses to depart when asked to do so by a College administrative personnel, faculty member, security personnel, or law enforcement agent, the College shall notify law enforcement of such action and seek the State to prosecute such individual for the offense of trespass as provided in 810.08, F.S.

*Notice:* Students, administrative personnel, instructional personnel, security personnel and law enforcement agents have the right to file a complaint with the Attorney General alleging that Jersey College has failed to meet the minimum requirements for restrooms and changing facilities under 553.865(4) and (5), F.S.

### *Refund Policies*

Jersey College adheres to the following policy in determining refunds of tuition and fees paid in advance or sums due to the College when a student withdraws or is terminated from the College prior to the completion of a course or a program. For purposes of the refund policies, a working day means a day other than a Saturday, Sunday, or state or federal holiday.

#### Cancellation of Program or Course

If tuition and fees are collected in advance of the start date of a program or course and Jersey College cancels the program or course, as applicable, 100% of the tuition and fees (including fees identified as non-refundable) collected are refundable. Such refunds, when due, will be made by Jersey College within thirty (30) days of the planned start date. Where a program or course is canceled, an individual is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

#### Withdrawal or Termination On or Before the First Day of Class or Within Three Days of Enrollment Agreement

Individuals accepted into a program or course at Jersey College may withdraw from the scheduled program or course in person or in writing before or on the first day of the scheduled start date for such program/course or within three (3) working days from the individual signing an enrollment agreement. Refunds of tuition paid in advance or sums due the college when a person withdraws or is terminated from Jersey College prior to or on the first day of class or within three (3) working days from the individual signing an enrollment agreement will be determined as follows:

1. All tuition paid by students will be refunded.
2. All fees paid by students will be refunded, except any obligation or other fee (equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials) which are not returnable as a result of use or not returned within three (3) days of the date of withdrawal/termination.
3. Refunds, when due, will be made without requiring a request from the individual withdrawing or being terminated.
4. Refunds, when due, will be made within thirty (30) days of the program/class start date.

A person accepted into a program or course not requesting withdrawal on or before the scheduled starting date or within three (3) working days from the individual signing an enrollment agreement will be considered a student and refunds, when due, will be calculated as set forth under “State Policies - Florida - Refund Policies - Withdrawal or Termination After the First Day of Class”.

### Students Enrolled Prior to Visiting the Institution

Students who have not visited Jersey College's facilities prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at orientation or a tour of the facilities and inspection of the equipment. A student who has not visited Jersey College's facilities prior to enrollment and has not withdrawn within the three-day period will be considered a student and refunds, when due, will be calculated as set forth under "State Policies - Florida - Refund Policies - Withdrawal or Termination After The First Day of Class".

Refunds, when due under this section will be made within thirty (30) days of the withdrawal date. A student withdrawing under this section is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

### Withdrawal or Termination After the First Day of Class

#### *Students Enrolled in a Clock Hour Program*

Refunds of tuition and fees in a clock hour program paid in advance or sums due to the College when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Students will be responsible to Jersey College for tuition for each Academic Year.\* Tuition for each Academic Year will be refundable on a prorated basis up through 20% of the Academic Year (measured in clock hours) in which the student withdraws or is terminated by the College. If a student withdraws after the 20% point of the Academic Year (measured in clock hours) there is no refund.
2. Students will be responsible to Jersey College for any registration fees. Such fees are non-refundable and will be deducted from any monies collected in advance.
3. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
4. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
5. Refunds, when due, will be made within thirty (30) days of the effective date of withdrawal or termination.

\* A full academic year is defined as 900 clock hours of instructional time. A partial academic year is defined as a period of instructional time less than 900 clock hours.

#### *Students Enrolled in a Credit Hour Program*

Refunds of tuition and fees in a credit hour program paid in advance or sums due to the College when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Individuals registered for a course at Jersey College may withdraw from the registered course prior to the end of the drop/add period for such course. The drop/add period for a course begins the day that the course starts, and ends seven (7) days later. For example, if a course starts on January 1<sup>st</sup> at 7:00 a.m., the drop/add period would end on January 8<sup>th</sup>, at 7:00 a.m.
2. Refunds of tuition and fees paid in advance or sums due to Jersey College when a person withdraws or is terminated from the College on or before the end of the drop/add period for a course will be determined as follows:
  - All tuition and fees paid by students will be refunded, less incurred term-based fees (enrollment, and technology and verification fees), and all equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials received by or purchased on behalf of a person that are not returned to Jersey College in new condition within three (3) days of the date of withdrawal/termination or that are non-returnable due to use.
  - Refunds, when due, will be made without requiring a request from the individual withdrawing or being terminated.
  - Refunds, when due, will be made within thirty (30) days of the withdrawal date.
3. Students are responsible for all tuition and fees when they withdraw or are terminated from a course after the end of the drop/add period.

### Return of Title IV Funds

The federal government has established a Return of Title IV Funds (R2T4) Policy. This policy requires Jersey College to perform a Return of Title IV funds calculation for Title IV recipients withdrawing or being terminated from their program of study after entering the institution and before completing 60.1% of the payment period. This calculation determines the amount of Title IV funds that a student has earned and the amount that must be returned to the federal programs. The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of a payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that such student was scheduled to receive for that period.

All unearned Title IV funds will be returned to the applicable federal program within thirty (30) days from the effective date of withdrawal or termination. Students remain liable to Jersey College for all tuition and fees earned and not paid from Title IV or other funds.

Course Repeats

Tuition, fees and instructional charges related to course repeats in a clock hour program are non-refundable after the start of the course.

Tuition, fees and instructional charges related to course repeats in a credit program are refundable as set forth under “State Policies - Florida - Refund Policies - Withdrawal or Termination After the First Day of Class - Students Enrolled in a Credit Program”.



crimes) or IC 35-46-1-3 (incest); (2) a misdemeanor or felony under the laws of: (A) the United States; (B) another state; or (C) an Indian tribe; that is substantially similar to an offense described in subdivision (1); or (3) an attempt to engage in conduct described in subdivision (1) or (2); regardless of whether the conduct results in criminal prosecution or whether the person who engages in the conduct is an adult.” A sex crime involves “a person who knowingly or intentionally has sexual intercourse with a member of the opposite sex when: (1) the other person is compelled by force or imminent threat of force; (2) the other person is unaware that the sexual intercourse is occurring; (3) the other person is so mentally disabled or deficient that consent to sexual intercourse cannot be given; commits rape or (4) the person disregarded the other person’s attempts to physically, verbally, or by other visible conduct refuse the person’s acts;...” IC 35-42-4

*Consent:* The State of Indiana defines lack of consent when “the person disregarded the other person’s attempts to physically, verbally, or by other visible conduct refuse the person’s acts;...” IC 35-42-4

*Stalking:* The State of Indiana defines stalking as, “a knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel terrorized, frightened, intimidated, or threatened.” IC 35-45-10-1

*Sexual Offenders Registry:* <https://www.in.gov/idoc/sex-and-violent-offender-registry/>.

The following hotlines are available in the State of Indiana for additional help with Sex-Based Offenses and other issues:

IN Coalition Against Domestic Violence	317-917-3685
Rape Crisis Hotline	765-643-0200
IN Coalition to End Sexual Assault	317-624-2370
IN Victim Services Division	866-891-0300
HIV/AIDS Hotline	800-243-2437
IN Addiction Hotline	800-662-HELP

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#### Cancellation of Program or Course

If tuition and fees are collected in advance of the start date of a program or course and Jersey College cancels the program or course, as applicable, 100% of the tuition and fees (including fees identified as non-refundable) collected are refundable. Such refunds, when due, will be made by Jersey College within thirty (30) days of the planned start date. Where a program or course is canceled, an individual is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

#### Withdrawal or Termination On or Before the First Day of Class or Within Six Days of Enrollment Agreement

Individuals accepted into a program or course at Jersey College may withdraw from the scheduled program or course in person or in writing before or on the first day of the scheduled start date for such program/course or within six (6) working days from the individual signing an enrollment agreement. Refunds of tuition paid in advance or sums due the college when a person withdraws or is terminated from Jersey College prior to or on the first day of class or within six (6) working days from the individual signing an enrollment agreement will be determined as follows:

1. All tuition paid by students will be refunded.
2. All fees paid by students will be refunded, except any obligation or other fee (equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials) which are not returnable as a result of use or not returned within three (3) days of the date of withdrawal/termination.
3. Refunds, when due, will be made without requiring a request from the individual withdrawing or being terminated.
4. Refunds, when due, will be made within thirty (30) days of the program/class start date.

A person accepted into a program or course not requesting withdrawal on or before the scheduled starting date or within six (6) working days from the individual signing an enrollment agreement will be considered a student and refunds, when due, will be calculated as set forth under “State Policies - Indiana - Refund Policies - Withdrawal or Termination After the First Day of Class”.



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Refunds, when due under this section will be made within thirty (30) days of the withdrawal date. A student withdrawing under this section is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

### Withdrawal or Termination After the First Day of Class

Refunds of tuition and fees in a credit hour program paid in advance or sums due to the college when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Students will be responsible to Jersey College for tuition and tuition will be refundable as set forth in the following charts.

<b>16 Week Course Time of Withdrawal/ Termination and Period of Obligation</b>	<b>Refundable Amount</b>	<b>Student Responsibility to Jersey College</b>
Weeks 1 - 2	90% of tuition	10% of tuition
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Weeks 5 - 8	25% of tuition	75% of tuition
Weeks 9 - 16	No refund	100% of tuition

<b>14 Week Course Time of Withdrawal/ Termination and Period of Obligation</b>	<b>Refundable Amount</b>	<b>Student Responsibility to Jersey College</b>
Weeks 1 - 2	90% of tuition	10% of tuition
Weeks 3 - 4	50% of tuition	50% of tuition
Weeks 5 - 7	25% of tuition	75% of tuition
Weeks 8 - 14	No refund	100% of tuition

2. Students will be responsible to Jersey College for incurred term-based fees (enrollment, and technology and verification fees).
3. Students will be responsible to Jersey College for all equipment, supplies, books, kits, drug screenings, uniforms or other materials issued to or purchased on behalf of the student.
4. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
5. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
6. Refunds, when due, will be made within thirty (30) days of the effective date of withdrawal or termination.

### Special Refunds

A student is entitled to a full refund of tuition if one (1) or more of the following criteria are met:

- The student does not meet Jersey College's minimum admission requirements.
- The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by Jersey College.

Refunds, when due, under this section will be made within thirty (30) days of the effective date of withdrawal or termination.

### Return of Title IV Funds

The federal government has established a Return of Title IV Funds (R2T4) Policy. This policy requires Jersey College to perform a Return of Title IV funds calculation for Title IV recipients withdrawing or being terminated from their program of study after entering the institution and before completing 60.1% of the payment period. This calculation determines the amount of Title IV funds that a student has earned and the amount that must be returned to the federal programs. The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of a payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that such student was scheduled to receive for that period.

All unearned Title IV funds will be returned to the applicable federal program within forty-five (45) days from the effective date of withdrawal or termination. Students remain liable to Jersey College for all tuition and fees earned and not paid from Title IV or other funds.

### Course Repeats

Tuition, fees and instructional charges related to course repeats in a credit program are refundable as set forth under "State Policies - Indiana - Refund Policies - Withdrawal or Termination After the First Day of Class".

7. The victim is one whom the actor knew or should have known was physically helpless, mentally incapacitated, or had a mental disease or defect which rendered the victim temporarily or permanently incapable of understanding the nature of his conduct, including, but not limited to, being incapable of providing consent. 2C:14-2 NJRS.

*Consent:* New Jersey Courts have defined the lack of consent as to include sexual acts occurring “without the affirmative and freely-given permission of the alleged victim.” State in Interest of M.T.S., 129 N.J. 422 (1992).

*Stalking:* The State of New Jersey defines stalking as, “purposefully or knowingly engag[ing] in a course of conduct directed at a specific person that would cause a reasonable person to fear for his safety or the safety of a third person or suffer other emotional distress.” 2C:12-10 NJRS

*Sexual Offenders Registry:* [www.njsp.org/info/reg\\_sexoffend.html](http://www.njsp.org/info/reg_sexoffend.html).

The following hotlines are available in the State of New Jersey for additional help with Sex-Based Offenses and other issues:

Coalition for Battered Women	888-883-2323
Domestic Violence Hotline	800-572-7233
Rape Crisis Hotline	201-488-7110
Drug Hotline (NJ)	800-225-0196
Crisis Intervention Hotline	973-540-0100
Emotional and Substance Abuse	800-LIFE-NET
NJ AIDS Hotline	800-624-2377

### *Refund Policies*

Jersey College adheres to the following policy in determining refunds of tuition and fees paid in advance or sums due to the College when a student withdraws or is terminated from the College prior to the completion of a course or a program. For purposes of the refund policies, a working day means a day other than a Saturday, Sunday, or state or federal holiday.

#### Cancellation of Program or Course

If tuition and fees are collected in advance of the start date of a program or course and Jersey College cancels the program or course, as applicable, 100% of the tuition and fees (including fees identified as non-refundable) collected are refundable. Such refunds, when due, will be made by Jersey College within forty-five (45) days of the planned start date. Where a program or course is canceled, an individual is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

#### Withdrawal or Termination On or Before the First Day of Class or Within Three Days of Enrollment Agreement

Individuals accepted into a program or course at Jersey College may withdraw from the scheduled program or course in person or in writing before or on the first day of the scheduled start date for such program/course or within three (3) working days from the individual signing an enrollment agreement. Refunds of tuition paid in advance or sums due the college when a person withdraws or is terminated from Jersey College prior to or on the first day of class or within three (3) working days from the individual signing an enrollment agreement will be determined as follows:

1. All tuition paid by students will be refunded.
2. All fees paid by students will be refunded, except any obligation or other fee (equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials) which are not returnable as a result of use or not returned within three (3) days of the date of withdrawal/termination.
3. Refunds, when due, will be made without requiring a request from the individual withdrawing or being terminated.
4. Refunds, when due, will be made within forty-five (45) days of the program/class start date.

A person accepted into a program or course not requesting withdrawal on or before the scheduled starting date or within three (3) working days from the individual signing an enrollment agreement will be considered a student and refunds, when due, will be calculated as set forth under “State Policies - New Jersey - Refund Policies - Withdrawal or Termination After the First Day of Class”.

### Students Enrolled Prior to Visiting the Institution

Students who have not visited Jersey College's facilities prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at orientation or a tour of the facilities and inspection of the equipment. A student who has not visited Jersey College's facilities prior to enrollment and has not withdrawn within the three-day period will be considered a student and refunds, when due, will be calculated as set forth under "State Policies - New Jersey - Refund Policies - Withdrawal or Termination After the First Day of Class".

Refunds, when due under this section will be made within forty-five (45) days of the withdrawal date. A student withdrawing under this section is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

### Withdrawal or Termination After the First Day of Class

#### *Students Enrolled in a Clock Hour Program*

Refunds of tuition and fees in a clock hour program paid in advance or sums due to the College when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Students will be responsible to Jersey College for tuition for each Academic Year.\* Tuition will be refundable as set forth in the following chart.

Time of Withdrawal / Termination **	Refundable Amount	Student Responsibility to Jersey College
Program start through completion of 10% of the Academic Year	90% of tuition	10% of tuition
After completion of more than 10% of the Academic Year and until the end of completion of 25% of the Academic Year	55% of tuition	45% of tuition
After completion of 25% of the Academic Year and until the end of completion of 50% of the Academic Year	30% of tuition	70% of tuition
After completion of 50% of the Academic Year	No refund	100% of tuition

\* A full academic year is defined as 900 clock hours of instructional time. A partial academic year is defined as a period of instructional time less than 900 clock hours.

\*\* The percentage of an Academic Year completed is determined by dividing the total number of scheduled clock hours as of the date of withdrawal/termination by the total scheduled clock hours in the Academic Year.

4. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
5. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
6. Refunds, when due, will be made within forty-five (45) days of the effective date of withdrawal or termination.

#### *Students Enrolled in a Credit Hour Program*

Refunds of tuition and fees in a credit hour program paid in advance or sums due to the college when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Students will be responsible to Jersey College for tuition and tuition will be refundable as set forth in the following chart.

Time of Withdrawal/ Termination and Period of Obligation	Refundable Amount	Student Responsibility to Jersey College
Weeks 1 - 2	90% of tuition	10% of tuition
Week 3	50% of tuition	50% of tuition
Weeks 4 - 6	25% of tuition	75% of tuition
Weeks 7 - 12	No refund	100% of tuition

2. Students will be responsible to Jersey College for incurred term-based fees (enrollment, and technology and verification fees).
3. Students will be responsible to Jersey College for all equipment, supplies, books, kits, drug screenings, uniforms or other materials issued to or purchased on behalf of the student.
4. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
5. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
6. Refunds, when due, will be made within forty-five (45) days of the effective date of withdrawal or termination.

2. Students will be responsible to Jersey College for any registration fees. Such fees are non-refundable and will be deducted from any monies collected in advance.
3. Students will be responsible to Jersey College for all equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials issued to or purchased on behalf of the student.

### Return of Title IV Funds

The federal government has established a Return of Title IV Funds (R2T4) Policy. This policy requires Jersey College to perform a Return of Title IV funds calculation for Title IV recipients withdrawing or being terminated from their program of study after entering the institution and before completing 60.1% of the payment period. This calculation determines the amount of Title IV funds that a student has earned and the amount that must be returned to the federal programs. The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of a payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that such student was scheduled to receive for that period.

All unearned Title IV funds will be returned to the applicable federal program within forty-five (45) days from the effective date of withdrawal or termination. Students remain liable to Jersey College for all tuition and fees earned and not paid from Title IV or other funds.

### Course Repeats

Tuition, fees and instructional charges related to course repeats in a clock hour program are non-refundable after the start of the course.

Tuition, fees and instructional charges related to course repeats in a credit program are refundable as set forth under “State Policies - New Jersey - Refund Policies - Withdrawal or Termination After the First Day of Class - Students Enrolled in a Credit Program”.

### Refund Policies

Jersey College adheres to the following policy in determining refunds of tuition and fees paid in advance or sums due to the College when a student withdraws or is terminated from the College prior to the completion of a course or a program. For purposes of the refund policies, a working day means a day other than a Saturday, Sunday, or state or federal holiday.

#### Cancellation of Program or Course

If tuition and fees are collected in advance of the start date of a program or course and Jersey College cancels the program or course, as applicable, 100% of the tuition and fees (including fees identified as non-refundable) collected are refundable. Such refunds, when due, will be made by Jersey College within forty-five (45) days of the planned start date. Where a program or course is canceled, an individual is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

#### Withdrawal or Termination On or Before the First Day of Class or Within Three Days of Enrollment Agreement

Individuals accepted into a program or course at Jersey College may withdraw from the scheduled program or course in person or in writing before or on the first day of the scheduled start date for such program/course or within three (3) working days from the individual signing an enrollment agreement. Refunds of tuition paid in advance or sums due the college when a person withdraws or is terminated from Jersey College prior to or on the first day of class or within three (3) working days from the individual signing an enrollment agreement will be determined as follows:

1. All tuition paid by students will be refunded.
2. All fees paid by students will be refunded, except any obligation or other fee (equipment, supplies, books, kits, background checks, drug screenings, uniforms or other materials) which are not returnable as a result of use or not returned within three (3) days of the date of withdrawal/termination.
3. Refunds, when due, will be made without requiring a request from the individual withdrawing or being terminated.
4. Refunds, when due, will be made within forty-five (45) days of the program/class start date.

A person accepted into a program or course not requesting withdrawal on or before the scheduled starting date or within three (3) working days from the individual signing an enrollment agreement will be considered a student and refunds, when due, will be calculated as set forth under "State Policies - Pennsylvania - Refund Policies - Withdrawal or Termination After the First Day of Class".

#### Students Enrolled Prior to Visiting the Institution

Students who have not visited Jersey College's facilities prior to enrollment will have the opportunity to withdraw without penalty within three (3)

days following either attendance at orientation or a tour of the facilities and inspection of the equipment. A student who has not visited Jersey College's facilities prior to enrollment and has not withdrawn within the three-day period will be considered a student and refunds, when due, will be calculated as set forth under "State Policies - Pennsylvania - Refund Policies - Withdrawal or Termination After the First Day of Class".

Refunds, when due under this section will be made within forty-five (45) days of the withdrawal date. A student withdrawing under this section is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.

#### Withdrawal or Termination After the First Day of Class

Refunds of tuition and fees in a credit hour program paid in advance or sums due to the college when students withdraw or are terminated from Jersey College after the first day of class will be determined as follows:

1. Students will be responsible to Jersey College for tuition and tuition will be refundable as set forth in the following charts.

<b>16 Week Course Time of Withdrawal/ Termination and Period of Obligation</b>	<b>Refundable Amount</b>	<b>Student Responsibility to Jersey College</b>
Weeks 1 - 2	90% of tuition	10% of tuition
Weeks 3 - 4	50% of tuition	50% of tuition
Weeks 5 - 8	25% of tuition	75% of tuition
Weeks 9 - 16	No refund	100% of tuition

<b>14 Week Course Time of Withdrawal/ Termination and Period of Obligation</b>	<b>Refundable Amount</b>	<b>Student Responsibility to Jersey College</b>
Weeks 1 - 2	90% of tuition	10% of tuition
Weeks 3 - 4	50% of tuition	50% of tuition
Weeks 5 - 7	25% of tuition	75% of tuition
Weeks 8 - 14	No refund	100% of tuition

2. Students will be responsible to Jersey College for incurred term-based fees (enrollment, and technology and verification fees).
3. Students will be responsible to Jersey College for all equipment, supplies, books, kits, drug screenings, uniforms or other materials issued to or purchased on behalf of the student.
4. For all other fee amounts owed, refunds shall be based upon the extent to which the student has benefited.
5. A student who withdraws or is terminated after the first day of class is not required to make a request for a refund. In such a case, refunds will be made automatically by Jersey College.
6. Refunds, when due, will be made within forty-five (45) days of the effective date of withdrawal or termination.

### Return of Title IV Funds

The federal government has established a Return of Title IV Funds (R2T4) Policy. This policy requires Jersey College to perform a Return of Title IV funds calculation for Title IV recipients withdrawing or being terminated from their program of study after entering the institution and before completing 60.1% of the payment period. This calculation determines the amount of Title IV funds that a student has earned and the amount that must be returned to the federal programs. The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of a payment period or period of enrollment, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student earns all the assistance that such student was scheduled to receive for that period.

All unearned Title IV funds will be returned to the applicable federal program within forty-five (45) days from the effective date of withdrawal or termination. Students remain liable to Jersey College for all tuition and fees earned and not paid from Title IV or other funds.

### Course Repeats

Tuition, fees and instructional charges related to course repeats in a credit program are refundable as set forth under “State Policies - Pennsylvania - Refund Policies - Withdrawal or Termination After the First Day of Class”.