



August 12, 2025

Re: Addendum 4.6 – Program Catalog & Student Reference Guide (or Faculty Handbook)

Section: Student Rights and Responsibilities

Sub-section: Refund Policy

Changes highlighted

Refund Policy

Tuition is paid per semester. Please refer to the Program Information section of this document for details on program requirements for the public safety career path. Students are entitled to a refund of 100% of tuition paid and refundable course fees when classes are dropped during the applicable course transfer/drop deadlines published in the Academic Calendar.

1. All refunds will be made within thirty (30) days of transfer/drop period (5-day period).
2. Non-refundable application fees shall not exceed \$150.
3. Students who receive a conditional acceptance, but are later denied enrollment for failing to meet the conditions of their acceptance will receive a refund of any refundable fees paid to the institution.
4. All refundable monies will be fully refunded if the application is not accepted or if the student withdraws during the transfer/drop time period.
5. If you withdraw from a program after the transfer/drop deadline, you will be issued a grade of "W" (Withdrawn), and a refund will NOT be given.
6. If you withdraw from a program after completing more than 10 percent of the class, you will be issued a grade of "F" (Fail), and the refund policy is applied.
7. If you are removed from class due to academic or regulation violations, you will be issued a grade of "F" (Fail), and the refund policy is applied.
8. If you are removed from class at any point other than the transfer/drop period (fail or drop on request) a refund will NOT be given.
9. The official date of termination is the last day of actual attendance.
10. Any outstanding financial obligations to be owed to CSRIPS are payable in full on the effective date of the withdrawal.

Payments made with credit card will be refunded to the same credit card. Payments made by cashier's check or money order will be refunded by check.

If you received a scholarship or if your fees were paid by an approved agency, you might be entitled to a refund after proper credits are first issued to the awarding agency. Refund policies are established by and subject to change by the Legislature of the State of Florida.



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Return to Title IV Funds (R2T4) – Federal Financial Student Aid and Military Benefits require students who have completed less than 49 percent of their program's required clock hours to return a prorated amount of such aid back to the federal government. CSRIPS will return the portion of the funding not used by the student, the student is responsible to CSRIPS for the remaining balance.

Please see the Withdrawal Process for details on how to withdraw.



Replaced Section

Refund Policy

Tuition is paid per semester. Please refer to the *Program Information* section of this document for details on program requirements for the public safety career path. Students are entitled to a refund of 100% of tuition paid and refundable course fees when classes are dropped¹ during the applicable course transfer/drop deadlines published in the [Academic Calendar](#).

1. All refunds will be made within thirty (30) days of transfer/drop period (5-day period).
2. Non-refundable application fee shall not exceed \$130.
3. All refundable monies will be fully refunded if the application is not accepted or if the student withdraws during the transfer/drop time period.
4. If you withdraw from a program after the transfer/drop deadline, you will be issued a grade of "W" (Withdrawn), and a refund will NOT be given.
5. If you withdraw from a program after completing more than 10 percent of the class, you will be issued a grade of "F" (Fail), and the refund policy is applied.
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¹ Please see the Withdrawal Process in the *Program Catalog and Student Reference Guide* for details on how to withdraw.



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