WELLSPAN HEALTH RADIOGRAPHY PROGRAM

POLICY #6

TRANSFER CREDIT, EXPENSES, REFUND, & WITHDRAWAL POLICY

I. **Purpose**

- To ensure students are aware of the transfer credits, student expenses, and refund & withdrawal procedures.

II. **Transfer Credits**

- The program generally does not grant credit for previous radiography training, and requests for such must be addressed to the program director.
- WellSpan Radiography Program will review credits and clock hours from other accredited institutions but does not guarantee acceptance as transferable clock hours for the program.
- WellSpan Radiography Program does not offer advanced placement into the program.
- Students are required to successfully complete all program courses.
- WellSpan Health Radiography Program is non-credit granting.

III. **Lab Fees**

- Upon acceptance into the program the student will pay a $100.00 deposit (non-refundable). The rest of the lab fees are due the 1st day of each semester.
- It is the responsibility of the student to have tuition payments in the school office by the due date.
- Only a check is acceptable for lab fees made payable to WellSpan Health Radiography Program. This fee is to be given to the Program Director.
- A cost of $5.00 will be charged to students who write checks with insufficient funds.
- Failure to pay lab fees by the first week of each semester will result in a late fee of $25. Payment may be deferred if the student is receiving financial aid from their "home" college or VA benefits.
- Students may not be permitted to continue past two weeks with an unpaid balance.
- An invoice for lab fees is not sent out but receipts are available upon request.
- WellSpan Radiography Program will not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement from the VA under chapter 31 or 33.
- All expenses must be paid-in-full to meet graduation requirements and be confirmed by the program to sit for the ARRT registry exam.

IV. **Other Expenses**

- Students are responsible for paying for their own meals, transportation, housing and health insurance.
- Students are required to purchase their own uniforms.
- Pre-admission health screen and drug/nicotine testing.
- Pre-admission child abuse and fingerprint clearances and criminal background checks
- Students must provide their own transportation to regionally dispersed clinical sites.

V. **Books**

- Students are required to purchase textbooks before the first day of school.
- Textbooks sold to the student are not returnable to the school for reimbursement.

VI. **Withdraw/Termination**

- If the student decides to withdraw, they must notify the Program Director by submitting a letter of withdrawal. Upon receiving the letter of withdrawal, an exit interview will be conducted by the Program Director.

POLICY #6

TRANSFER CREDIT, EXPENSES, REFUND, & WITHDRAWAL POLICY (CONTINUED)

- After submitting a letter to the school, it will be determined if the student is eligible for a refund.

- If the student is eligible for a refund, lab fees paid prior to or during that semester will be refunded according to the following schedule:

1st, 2nd, 4th & 5th Semesters		**3rd Semester**		
Week I & II	80%	Week I	-	80%
Week III & IV	60%	Week II	-	60%
Week V & VI	40%	Week III	-	40%
Week VII & VIII	20%	Week IV	-	20%
Week IX & X	0%	Week V	-	0%