

## **INTERNATIONAL STUDENT POLICY**

### **I. PURPOSE**

The purpose of this policy is to authorize establishment of a tuition and refund schedule for international students attending long-term programs in the district.

### **II. POLICY**

It is the policy of the Board of Education of Tulsa County Area Vocational-Technical School District No. 18 dba Tulsa Technology Center (Tulsa Tech) that the tuition cost for international students attending long-term programs reflects the cost of providing the program according to the Cost per Program Report published by the Oklahoma Department of Career Tech Education.

Furthermore, it is the policy of the Board of Education that international students who have paid tuition be given refunds under conditions stated in the procedures related to international student tuition and refunds.

International student enrollment is limited to long-term programs meeting at least 30 hours per week.

APPROVED BY THE BOARD OF EDUCATION on the 13 day of August 2012.

TULSA COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL  
DISTRICT NO. 18 dba TULSA TECHNOLOGY CENTER  
BOARD OF EDUCATION

## **INTERNATIONAL STUDENT TUITION AND REFUNDS**

The purpose of these procedures is to determine the tuition cost and refund procedures for international students attending long-term programs

### **SECTION 1. GENERAL INFORMATION**

An international student is one who has entered the country on a temporary basis for the purpose of attending school. The student's entry into the country is regulated by the United States Citizenship and Immigration Services (USCIS).

International students must meet the same admission standards required of all adult students.

### **SECTION 2. DETERMINING THE ANNUAL TUITION COST FOR INTERNATIONAL STUDENTS**

A student who holds an F-1 or M-1 Visa, or who has been issued a Form I-20 for purposes of obtaining an F-1 or M-1 Visa, should be charged tuition at three times the current hourly tuition and fee rate for each program.

### **SECTION 3. TUITION REFUND FOR INTERNATIONAL STUDENTS**

- A. One hundred percent (100%) tuition and supply fees are refundable to the international student if the program is canceled by the school.
- B. Deadline for requesting a refund for a class or an enrollment period is the end of the first day of the class session.
- C. No refund is given for books purchased.
- D. Nonattendance of classes does not constitute official withdrawal. An official withdrawal form must be completed by the student in order to be eligible for a refund.
- E. A refund request will not be approved unless all financial obligations to Tulsa Technology Center have been met.
- F. A student eligible for a refund should expect a minimum of three weeks (15 working days) from the date of refund request approval to receipt of a refund check.