



HEARTLAND FIRE TRAINING RECRUIT ACADEMY

REFUND POLICY

PURPOSE: This refund policy applies to recruits and/or sponsoring agencies outside of the Heartland Training Facility Joint Powers Agreement. The intention is to insure that an equitable refund is provided for students that don't complete the academy. This policy also provides the Heartland Training Facility with adequate compensation for the following items:

- A. Material expenses**
- B. Administrative expenses**
- C. Instructor scheduling and expenses**
- D. Reservation of a place in the academy**
- E. Student/Instructor ratio**

POLICY: The reason for a recruit not completing the academy will not be a factor in the refund policy. Refunds will be a percentage of the tuition fee based on the date the recruit is officially taken off the academy roster. Below is the criteria to be followed:

- 1. 75% - of the tuition fee to be refunded to students/agency that voluntarily drop-out or fail during the first week.(1/7 – 1/14/2012 - Orientation Day is the first day of academy.**
- 2. 50% - of the tuition fee to be refunded to students/agency that voluntarily drop-out or fail during week two. (1/16 – 1/21/2012)**
- 3. 25% - of the tuition fee to be refunded to students/agency that voluntarily drop-out or fail during week three. (1/23-1/27/2012)**

Students that enter week four and subsequently fail to complete the academy will not be entitled to a refund.