

Step 4: Tuition & Practicum Extension Fees | Drop Courses | Tuition Refund Policy

1. **Tuition Fees:** Tuition fees listed below are minus the required \$200 nonrefundable registration fee. **If a student engages in academic misconduct or plagiarism and s/he is expelled from the program, the full tuition (and non-refundable registration fee) will not be refunded.** Textbook fees, clinical or precepting fees, travel, transportation, parking, lodging, and meals are NOT included in tuition fees.
 - \$3,200 – One specialty course (elect wounds, ostomy, or continence) plus prerequisite professional practice concepts
 - \$4,800 – Two specialty courses (combination of wounds, ostomy and/or continence) plus prerequisite professional practice concepts
 - \$6,400 – Three special courses (includes wounds, ostomy, and continence) plus prerequisite professional practice concepts
 - \$1,600 – One additional specialty course (applies to previously elected single or dual scope course elections)

Tuition Payment Deadline: Tuition payment, in full, must be received before the class' posted Final Date to Complete ALL Admissions Requirements as indicated on our program's annual academic class schedule.

Failure to Receive Tuition, in full, by the Posted Final Date to Complete ALL Admissions Requirements: If full tuition is not received by the Final Date to Complete ALL Admissions Requirements, then the applicant's Admissions will be automatically withdrawn and the applicant will need to re-apply when registration re-opens for the next cohort or any subsequent cohort.

Online Didactics: Tuition varies depending upon the course(s) selected plus a \$200 nonrefundable registration fee. (NOTE: Professional Practice Concepts in WOC Nursing course is a prerequisite to all course specialty scopes. This prerequisite course need only be taken once.)

Practicums: Depending upon your practicum course selection, associated clinical or preceptor fees, travel, housing and meals are at the student's own expense and not included in tuition. Travel and housing arrangements should not be made until after clinical details are provided to you. **Practicums are required to be fully completed within 12 weeks from the first day of the practicum course.**

Practicum Course Extension Fee: Clinical hours, practicum assignments, and all final exams (scheduled/taken/remediated/passed) must all be completed within **12 weeks from the first day of the practicum course**. Students, who are unable to complete all course requirements, in the allotted time, should immediately contact his/her instructor to discuss their situation. As non-communication with your instructor regarding the need for a practicum extension may result in a clinical failure. Your instructor will notify the program's business office to discuss and review your situation. **Up to two, 4 week extensions, at a cost of \$400 each, may be granted to allow for practicum course completion.** Students, who request an extension must contact the program's business office at WOCschool@ccf.org **three to five business days prior to the scheduled practicum course closure date to acquire payment instructions.** Payments received after the final date of the practicum course closure will not be accepted; no exceptions, no extension will be granted, and it will be considered a course failure. Thereby, prohibiting program completion and issuance of a Certificate of Completion for WOCNCB testing via the Traditional Pathway.

2. How to Drop a Course (or from the program):

To drop a course (or from the program), the student must submit a timely, written request to WOCschool@ccf.org. Upon receipt of the student's written withdrawal request, s/he will receive an official Withdrawal Request Form via email. This form must be complete and emailed back to the program's business office (within 48 hours) in order to approve the withdrawal and to process any refund, if granted, to the student.

3. Refund:

Dropping from a course (or program) must be received, in writing, and sent to WOCschool@ccf.org. Upon receipt of the student's written withdrawal request, they will receive an official Withdrawal Request Form via email. This form must be complete and emailed back to our program's business office (within 48 hours) in order to approve the withdrawal and to process any refund, if granted, to the student.

Withdrawing Enrollment from the Entire Program Prior to Professional Practice Concepts in WOC Nursing Course:

- If written withdrawal notification from the entire program is received prior to the first day of the prerequisite Professional Practice Concepts class, the student will be reimbursed for the full tuition less the non-refundable registration fee of \$200.00.

Dropping from the Professional Practice Concepts or any Specialty Track Course:

- If student fails the prerequisite Professional Practice Concepts Course, and is unable to proceed into the specialty courses, s/he will be refunded 100% of the tuition paid for the elected specialty track courses.
- If in the first class and withdrawal is on or after the first day of the class, reimbursement will be 75% of tuition less \$1,600 and less the \$200 nonrefundable registration fee.
- If in the second class and withdrawal is on or after the first day of the class, reimbursement will be 50% of tuition less \$1,600 and less the \$200 nonrefundable registration fee.
- If in the third class and withdrawal is on or after the first day of the class, reimbursement will be 25% of tuition less \$1,600 and less the \$200 nonrefundable registration fee.
- If in the fourth class and cancellation is on or after the first day of the class, reimbursement is not available for any tuition or fees.