
Step 5: Tuition, Drop Course & Refunds:

If a student engages in academic misconduct or plagiarism and s/he is expelled from the program, the full tuition (and nonrefundable registration fee) will not be refunded.

1. Tuition (and Non-Refundable Registration Fee):

Fees: Tuition fees are listed below minus the required \$200 nonrefundable registration fee.

Textbook fees are NOT included in tuition fees. Clinical fees, if any, for precepting, travel, lodging, or meals are NOT included in tuition fees.

- \$3,150 – One specialty course election (wounds, ostomy, or continence) plus prerequisite professional practice concepts course
- \$4,725 – Two specialty courses (combination of wounds, ostomy and/or continence) plus prerequisite professional practice concepts
- \$6,300 – Three special courses (includes wounds, ostomy, and continence) plus prerequisite professional practice concepts
- \$1,575 – 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 registration close date as indicated on the school's annual class schedule.

Failure to Receive Tuition, in full, by the Posted Deadline Date: If full tuition is not received by the registration close date, then the student's enrollment will be automatically withdrawn.

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

Practicums: Practicums may be arranged by the student in his/her own geographical area. Any associated preceptor fees are at the student's own expense and not included in tuition. Or, if a preceptor is not available in the student's geographical area, the practicum may be completed onsite at Cleveland Clinic (Northeast, Ohio). No clinical precepting fee is charged for using a Cleveland Clinic preceptor in Ohio. However, travel, lodging, parking, transportation fees, and meal expenditures are at the student's own expense. Travel and housing arrangements should not be made until after clinical details are provided to you. **Practicums are required to be fully completed within 90 days from the last didactic class date.**

Practicum Extension Fee: Clinical hours, practicum assignments, and all final exams (scheduled/taken/remediated/passed) must all be completed within 90 days following successful completion of the last didactic course date. Students, who are unable to complete all course requirements, in the allotted time, should immediately contact his/her instructor to discuss their situation. Your instructor will notify the school's business office to discuss and review your situation. In the cases of extenuating circumstance, up to two 30 day extensions, at a cost of \$300 each, **may be granted per either the WOC Program Director's and/or WOC Program Coordinator's discretion** to allow for practicum course completion. Non-communication with your instructor may result in a clinical failure.

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

To drop a course (or from the program), the student must submit a 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 school (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, at least 30 days prior to the first day of class.

Withdrawing Registration from the Entire Program Prior to Professional practice concepts Course:

- If written withdrawal notification from the entire program is received 30 days or more before the first day of the professional practice concepts class, the student will be reimbursed for the full tuition less the nonrefundable registration fee of \$200.00.
- If a withdrawal request for the entire program is received less than 30 days prior to the first day of the professional practice concepts class, the student will be reimbursed for tuition less a \$1,575 withdrawal penalty and less the \$200 nonrefundable registration fee.

Dropping from the Professional practice concepts or any Specialty Track Course:

- If in the first class and withdrawal is on or after the first day of the class, reimbursement will be 75% of tuition less \$1,575 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 \$1,575 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 \$1,575 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.
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