Withdrawal from Program Procedure

Students must submit written documentation in the form of an e-mail to WOCschool@ccf.org of the intent to withdraw from the program.

Tuition Fees | Drop Courses | Refund Policy

1. Tuition & (Onsite) Practicum 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 nonrefundable registration fee) will not be refunded. Textbook fees, clinical or precepting fees, travel, transportation, parking, lodging, and meals are NOT included in tuition fees.

- $3,150 – One specialty course election (wounds, ostomy, or continence) plus prerequisite professional practice concepts
- $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 Final Date to Complete ALL Enrollment Requirements as indicated on the school’s annual academic class schedule.

Failure to Receive Tuition, in full, by the Posted Final Date to Complete ALL Enrollment Requirements: If full tuition is not received by the Final Date to Complete ALL Enrollment Requirements, then the student’s enrollment will be automatically withdrawn and the student will need to re-apply when registration opens for the next cohort or any subsequent cohort.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 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 90 days from the last didactic class date.

Practicum Course 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. As non-communication with your instructor regarding the need for a practicum extension may result in a clinical failure. Your instructor will notify the school’s business office to discuss and review your situation. Up to two 30-day extensions, at a cost of $350 each, may be granted to allow
for practicum course completion. Students, who request an extension must contact the school’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 graduation and issuance of a graduation certificate.

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 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. 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.

**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 professional practice concepts class, the student will be reimbursed for the full tuition less the nonrefundable registration fee of $200.00.

**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.