Step 4: Tuition Fees | Drop Courses | Tuition Refunds

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 nonrefundable registration fee) will not be refunded. Textbook fees, clinical or preceptor 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)
- $350 – Practicum Extensions EACH (limit of two, 30-day practicum extensions permitted)

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 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received by the Final Date to Complete ALL Enrollment Requirements, then the student’s enrollment will be automatically withdrawn and the student will need to re-apply when registration opens for the next cohort or any subsequent cohort.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 in WOC Nursing course is a prerequisite to all course specialty scopes. This prerequisite course need only be taken once.)

Practicums: Any associated preceptor fees as well as any expenses incurred for travel, lodging, parking, transportation fees, and meal expenditures are at the student’s own expense. Practicums course requirements are required to be fully completed within 90 days.

Practicum Course Extension Fee: Clinical hours, practicum assignments, and all final exams (scheduled/taken/remediated/passed) must all be completed by the 90 day practicum course closure date assigned to each student by his/her practicum course instructor. 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 five to seven 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 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 the prerequisite Beginning Concepts in Professional Practice course:**

- If written withdrawal notification from the entire program is received 30 days or more before the first day of the prerequisite Beginning Concepts in Professional Practice course, 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 prerequisite Beginning Concepts in Professional Practice course, 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.