

EASTERN WASHINGTON PARTNERSHIP

WORKFORCE DEVELOPMENT COUNCIL

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WDA Policy #: 208
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SUBJECT TUTION RECOVERY

PURPOSE

The purpose of this policy is to define the policy and procedures that Workforce Innovation and Opportunity Act (WIOA) grant recipients must utilize to obtain tuition refunds from training providers for participants that drop out of a WIOA-funded training program prior to completion.

POLICY

All WIOA-funded grant recipients must have a written policy and procedures regarding the recovery of unused WIOA tuition funds. These procedures should include but not be limited to:

- whom the responsible party is for determining a tuition refund is due when a participant prematurely withdraws from a training program, and how that information will be conveyed to the fiscal department;
- how often the participant is contacted to determine if he/she is still receiving training and, if not, if a tuition refund is due; and
- who is responsible for the collection process of any outstanding training and/or tuition refund.

PROCEDURE

- a) WIOA grant recipients should obtain the designated eligible provider's standard policy regarding the amount of tuition that must be paid in advance to enroll or accept a participant. WIOA grant recipients should negotiate any advanced payments with the eligible provider in order to minimize expenses prior to the start of training.
- b) WIOA grant recipients must obtain the refund policy of the training provider for participants who terminate prior to completing the training program. Items to verify include:
 - i) The percentage of the advance payment to be returned upon non-completion of courses; and
 - ii) The turnaround time of the refund.

- c) Training providers should be asked to immediately notify the grant recipient if a WIOA participant drops out of a training program during the time period when tuition can be refunded.
- d) Grant recipients must seek to obtain tuition refunds from training providers as situations warrant doing so. Failure to do so can result in disallowed costs.
- e) Grant recipients must include a statement in the Individual Training Account agreement that requires the participant to immediately notify the subrecipient should the participant withdraw from the training program prior to completing it.

REFERENCES

- WIOA Sections 134(b)(3)(F)(iii)
- Title 20 Code of Federal Regulations (CFR), WIOA Final Rule, Section 683.410
- Title 20 CFR Part 680, Subpart C
- Title 20 CFR 684.530 Office of Management and Budget Circulars (OMB) A-122, Cost Principles for Non-profit Organizations