

22-23 APPRENTICESHIP REGISTRATION / BILLING / REFUNDS POLICY

Effective July 1, 2020 Vermont Technical College's Continuing Education & Workforce Development Office (CEWD), as an educational and grant contract partner of the Vermont Department of Labor (VDOL), has taken over the registration and billing for the State of Vermont Registered Electrical and Plumbing Apprenticeship Programs (Program). **Please note that you MUST contact the Vermont Department of Labor to become a registered apprentice; this process is done through them not Vermont Technical College.**

Pursuant to [21 V.S.A § 1103](#), fees charged to the employers of apprentices registered in Vermont and non-registered individuals help offset the cost of the apprenticeship related instruction. These fees shall be used, in conjunction with other approved funds, to provide classroom instruction primarily for Vermont registered apprentices. Classroom instruction for the 22-23 apprenticeship term will be administered online, using synchronous and asynchronous methods.

Registration

Related instruction registration will be completed through a secure, online process and students will be emailed the registration link to complete the requested information. In order to maintain the integrity and accuracy of records this information is mandatory.

Billing

During the registration process, apprentices will need to indicate who will be submitting payment for their 2022-2023 apprenticeship classes. Upon registration completion, the apprentice will receive an automated confirmation email. A PDF invoice will then be emailed to the indicated billable party within 24-48 hours of receipt of that confirmation. Please be sure to check your junk/spam box for the invoice. Should the billable party change, and an invoice need to be re-issued, please email vtcelpl@vtc.edu with that request.

Payment is due within 30 days of the invoice date.

Refund Policy

Upon complete withdrawal or dismissal from the Program prior to the 60% point of the apprentice term, (November 2022-May 2023), a refund shall be issued on a pro-rated basis and will include a \$75.00 cancellation fee. Upon complete withdrawal or dismissal on or after 60% of the semester, no refund shall be issued. Note: 24 class days is equal to 60% of the apprentice term.

Date of Withdrawal

The date of withdrawal or dismissal is determined by CEWD. Ceasing attendance of classes does not constitute dropping or withdrawal from the program. In order to be eligible for a refund pursuant to the below policy, the student must notify [CEWD](#) in writing according to the process outlined above. For questions regarding this process, please contact [CEWD](#).

Refund Request Process

Refund requests must be made in writing and emailed to [CEWD](#). Please include the name of the apprentice/student and the name of your company, if it is not apparent in your written request. Once the written request is received, the instructor and Vermont Tech Apprenticeship Administration will confirm the class attendance dates and a refund will be issued for the appropriate dollar amount minus the \$75.00 cancellation fee, based on the pro-rated calculation. Please allow 7-10 business days for the refund process to occur.

Prorated Program Fees Due to Withdrawal or Dismissal from the Registered Apprenticeship Program

The prorated calculation for program fees uses the number of calendar days completed from the first day of the apprenticeship term to the time of withdrawal or dismissal, divided by the number of total calendar days included for the full apprenticeship term (48). For all apprentices, the first day of the apprenticeship term is the date that classes begin (November 7, 2022), as is publicized, regardless of the date of the apprentice's first class. Please note that each trade participates in 48 class days for a total of 144 hours of instruction.

Return of Funds

If a student receives financial aid (VSAC Advancement Grant), the dollar amount received because of the withdrawal or refund is first applied to the financial aid source. If a student's employer paid the program fees, the refunded amount will be returned to the original payee.

The program fee for the 2022-2023 Apprenticeship term is \$1,000 per apprentice.

Questions or concerns? Please contact Vermont Tech Apprenticeship Administration at vtcelpl@vtc.edu.