

Tuition and Training Advanced Payment and Refund Policy

Approved: June 14, 2019

Purpose: To provide information to the Service Provider on the Workforce Innovation and Opportunity Act (WIOA) tuition and training advanced payment and refund requirements.

Policy: The Service Provider shall only pay the Training Provider the minimum amount of tuition that is required in advance of the participant starting training. The Service Provider is responsible for the recovery of the WIOA tuition and training refund from the Training Provider if the participant does not complete the training.

Advanced Tuition and Training Payment Policy: The Service Provider must obtain the designated Training Provider's standard policy regarding the amount of tuition that must be paid in advance to enroll or accept a participant. Unless specifically required as a condition of attendance, as in a tuition payment required before beginning a formal training course, payment should not be made in advance of the receipt of services. The Service Provider should negotiate any advanced payments with the Training Provider in order to minimize out of pocket expense prior to the start of training.

Tuition and Training Refund Policy: When a participant drops a class or is dropped from a class, the Service Provider must verify with the Training Provider if the Service Provider is eligible for a refund based upon the refund policy of the Training Provider.

The Service Provider must have timely communication between the Case Manager and financial staff concerning participants that have dropped classes to ensure the prompt return of any refund due.

Failure to recover these costs will result in an audit finding and disallowed costs which must be reimbursed to Nevadaworks using non-federal funds.

References:

SCP 3.12 WIA Tuition and Training Refunds