



MONEY-BACK GUARANTEE PROGRAM POLICY AND PROCEDURE
(Offices of Administration, Business, Student Services, and Financial Aid)

PURPOSE The Florida Legislature enacted 1011.803 F.S. "Money-back Guarantee Program", a system-wide approach to improve the equity and access for all Floridians to have the opportunity to achieve self-sufficiency. Among other provisions, the bill “creates the Money-Back Guarantee Program (MBGP), requiring each school district and Florida College System institution to refund the cost of tuition to students who are not able to find a job within 6 months of completing [select in-demand, middle-level to high-level wage occupation programs.” Florida Panhandle Technical College (FPTC), like each school affected by the bill, must have a policy in place to address this requirement.

PROGRAMS The following FPTC programs are designated for the MBGP:

PROGRAM	PROGRAM #	6 DIGIT CIP CODE	10 DIGIT CIP CODE
Basic Recruit Training Program for Florida Correctional Officers	L100200	43.0102	0743010200
Law Enforcement Officer	P430105	43.0107	0743010700
Licensed Practical Nurse	H170607	51.3901	0351390101
Pharmacy Technician	H170500	51.0805	0351080506
Crossover from Correctional Officer to Law Enforcement Officer	P430125	43.0107	0743010702
Crossover Training Program for Florida Law Enforcement Officer to Correctional Officer	L100300	43.0102	0743010214

ELIGIBLE MBGP EXPENSES Students are **ONLY** eligible for their own **out-of-pocket** expenses. Grant, Scholarship, Sponsorship, or other payments from secondary sources are not eligible for the MBGP.

ENROLLMENT AND ELIGIBILITY REQUIREMENTS Students are automatically enrolled in the MBGP upon enrollment in a designated program; however, students **MUST** meet ALL of the following criteria for reimbursement to be eligible for a refund:

- **Student attendance** - Student must have attended a minimum of 90% of their scheduled hours for the entirety of the program.
- **Student program performance** - Student must have earned a minimum grade of an 87 (B+) or higher on all coursework throughout the entire program.
- **Job search documentation** - Not to exceed requirements listed 443.091 2(d) regarding job search, a student must document an active search for work in the field of study with sustained effort, show documentation that they applied for a minimum of five (5) jobs (employers who advertised intent to hire), have documentation of scheduled interviews, and provide documentation of “non-hire” responses.
- **Career Plan** -Student must provide documentation of the development of career plan with the instructor prior to graduation.
- **Earned** Industry Certification / Professional License for the field of study.
- **Student must also have done the following:**
 - Provided all requested information during enrollment, in full, and on time.
 - Submitted an updated resume’.
- Completed the FPTC Student Climate Survey upon program completion.
- Met all other student responsibilities stated herein and in the institutional handbook.

PROCEDURE Any student completing an eligible MBGP program, who is unable to “find a job within six months of completion” of their program must complete the *Request for Refund under the MBGP* form herein. These forms must be completed in full and provided to the **FPTC Director** (757 Hoyt Street, Chipley, FL 32428). It is up to the student to ensure follow-up and completion and provision of the form.



Request for Refund under the Money-Back Guarantee Program

Print Student Name		Date Signed	
<input checked="checked" type="checkbox"/> Check Program Completed	<input type="checkbox"/> Correctional Officer P430102 <input type="checkbox"/> Law Enforcement Officer P430105 <input type="checkbox"/> License Practical Nurse H170607	Date Program Completed	
Qualification Requirement		Verified by (Appropriate FPTC Staff or Faculty)	
Student attendance - Student must have attended a minimum of 90% of their scheduled hours for the entirety of the program.			
Student program performance - Student must have earned a minimum grade of an 87 (B+) or higher on all coursework throughout the entire program.			
Documentation of career planning with instructor			
Job search documentation - Student must show documentation that they have applied for a minimum of 5 jobs, have documentation of scheduled interviews, and have documentation of "non-hire" responses			
Provided all requested information during enrollment on time			
Submitted an updated resume'			
Completed the FPTC Climate Survey upon program completion			
Met all other student responsibilities stated herein and in the institutional handbook			
Documented out-of-pocket expenses			
Industry Certification/Professional License (Copy Required)			

Student Signature

Date Provided to FPTC Administration

FPTC Director's Signature

Student Service's Director Signature

Qualified for Refund Award? Yes _____ No _____ If YES: Amount? \$ _____

FPTC: attach all supporting documentation and Invoices for above amount.