



**College of Southern Idaho Policies Regarding
Health Sciences and Human Services Zero Credit Courses**
(examples - Certified Nursing Assistant and Assistance with Medications)

PAYMENTS:

Payments for Health Sciences and Human Services zero credit courses are due at the time of registration.

At the time of registration, course must be paid in full.

REFUNDS:

Employee quits at the facility (and employer is paying) before class starts and drops CSI class

- Request for refund may be done for the employer and we will refund them as long as they notify us right away and provide proof that they are the ones that paid. This is not a guarantee and would not happen if the student requested the refund.
- Funds may be transferred to another student with written authorization from the employer stating who funds are being transferred from – to within the same semester

Employee quits at the facility before class starts and does not drop class

- We will not refund employer; unless – student comes in and pays and requests that CSI refund the students previous employer.
- We will not transfer funds to another student.

NO REFUNDS:

Employee quits at the facility after class starts and stops attending

Employee quits at the facility and keeps attending class

Becomes a matter between student and previous employer

Employee does not show for class – whether current employee or not

Course must be dropped prior to the start date

Once the employer pays for a students CNA class – that money belongs to the student. It is the student's responsibility to fill out the request for refund (if eligible). CSI will not track nor be responsible for refunding a student directly if the student withdraws within the refund period (before start of class). This would become a matter between employer/employee (student). It is recommended and has been done in the past that the employer have the employee sign an agreement when they pay for the class that if the student terminates his/her employment it is the students responsibility to reimburse the employer.

All must be done within the semester.

CSI does not process third party billings for facilities.

Effective April 9, 2007