

Although most payments are made automatically with credit cards, when permission is granted, students can make their payments by check. Those checks can be mailed or delivered to the administration office in person. Normally, a member of our administrative team will be available to receive payments between the hours of 9am and 5pm, Monday thru Thursday, and 9am to 12pm on Fridays. The administrative team will provide a receipt on request. If for any reason none of our administrative team are available when the student brings in their payment, the student can either email the administrative office – [registrar@vdc*i*.edu](mailto:registrar@vdc<i>i</i>.edu) or leave a voicemail **619-758-9300** and advise the administrative team that an attempt was made to render payment in person, and that the payment will be submitted during the morning of the next business day.

VDCI has strict collection requirements on past-due tuition payments because of the contractual relationships the institute has with various regulating bodies. On those rare occasions that payments are not made according to the terms of the contract, VDCI will be forced to terminate the student from the program.

On occasion, a student's financial situation may change unexpectedly. If a student faces extenuating circumstances, the student should contact the Administrative team and/or the Program Manager to discuss their situation when these circumstances develop. It is our goal to support our students and their educational training and also to ensure that they appropriately satisfy their financial commitments.

Should a student completely default on a debt owed to VDCI, the Institute uses all legally appropriate means to collect that debt, which may include, but are not limited to, referral to an outside collection agency, reporting to outside credit agencies, and collection actions as specified in the Arbitration Agreement of the student Enrollment Agreement.

Course Retake Policy

Avocational Students

Avocational students who are taking individually selected courses or have enrolled in a Bundle Program are entitled to one (1) free retake without paying additional fees. A course is considered "retaken" when students enroll in a course in which they had previously received a D+ (69%) or lower or ended the course as "incomplete". Students who withdraw as a cancellation or no-show (as defined in the Cancellation and Refund Policy) can enroll in a future course cycle without being considered a "retake" or paying a fee.

If a student receives a D+ (69%) or lower in a course, or the course is considered "incomplete", the student is granted six months to enroll in the same course without being charged a fee.

If a student receives a C- (70%) or higher in a course retake, their transcript will reflect the grade and clock hours of that course only. The initial course will be not be included on their transcript.

If a student ends their course retake with an incomplete, a D+ (69%) or lower, or if 6 months from the original course start date has expired, the student can retake the course after paying the applicable fees (see below).

After 1 year from the original course start date, avocational students will be charged the full tuition price for any course they wish to retake.

Avocational students only get this opportunity once while taking courses at VDCI. Once a student has utilized their free retake, they will be charged the fees listed below for each retake thereafter. The opportunity for a free retake is not replenished by passing the course, enrolling in a new course, or due to time between courses.

If a student passes a course with a C+ (70%) or higher, they can still choose to retake the same course without a fee. For example, if a student is attempting to maintain an 80% cumulative average in their courses and receives a 75% in a course, they can retake that course and attempt to achieve an 80% or above. The higher of the two grades is the only grade that will appear on their transcript. These students will be seen as utilizing their free retake opportunity and must take the same course as the course in which they are trying to achieve a higher grade.

Vocational Students

Vocational Students enrolled in a 9-month Technology Certificate Program are entitled to three (3) free retakes without paying additional fees or charges. Students in programs lasting 12 months are granted an additional retake (4 retakes in total).

A course is considered “retaken” when students enroll in a course in which they had previously received a D+ (69%) or lower or ended the course as “incomplete”. Students who withdraw as a cancelation or no-show (as defined in the Cancelation and Refund Policy) can enroll in a future course cycle without being considered a “retake” or paying a fee.

If a student receives a D+ (69%) or lower in a course, or the course is considered “incomplete”, they have two course cycles to enroll in the same course or an alternative course without being charged a fee.

If the student enrolls in the same course and passes with a C- (70%) or higher, their transcript will reflect the grade and clock hours of that course only. Failed courses that have been retaken and passed in more recent cycles will be marked as incomplete. Students do not receive grades for incomplete courses.

If a student chooses an alternate course and passes with a C- (70%) or higher, their transcript will reflect the grade and clock hours of that course only. The initial course will be not be included on their transcript.

If a student does not successfully pass the course they retake, they can again enroll in that same course or choose an alternate course in which to enroll. The student again has two course cycles to utilize this opportunity. The same process is applied for successive retakes.

If a student passes a course with a C+ (70%) or higher, they can still choose to retake the same course without a fee. For example, if a student is attempting to maintain an 80% cumulative average in their courses and receives a 75% in a course, they can retake that course and attempt to achieve an 80% or above. The higher of the two grades is the only grade that will appear on their transcript. These students will be seen as utilizing a free retake opportunity and must complete their program prior to retaking that course.

Vocational students are not awarded their allotted number of retakes per course. Rather, the free retakes for Vocational Students are considered cumulative. A student's retake opportunities are not replenished by passing a course or selecting a different course.

If a Vocational Student utilizes all their free retake opportunities, they will be charged the same course fees as avocational students (see below).

NOTE: As an incentive to vocational students to complete their program within the listed ("published") time frame, these students may take one (1) additional course for each unused retake after their program has been completed.

Example: If a student is in a 12-month program and completes all required courses/electives within 10 months and has not used any retakes, that student can take 4 additional classes from VDCI in the remaining 2 months, free of charge.

If Vocational or Avocational Students should take extended time away from their training and VDCI determines that the student must retake a prior course or courses due to changes in software, industry standards, etc.- these students will be charged the fees listed under "Students" for each course they must retake to resume their training.

VDCI Course Retake Fees (when Free Retakes are Depleted):

- **ONLINE:** Within 1 year from the original course start date, the student can retake the course by paying a retake fee of \$125.00
- **ONSITE:** Within 1 year from the original course start date, the student can retake the course by paying a retake fee of \$215.00

NOTE: If a course has a tuition of \$200 or less, the retake fee for that course is reduced to \$50

Student Software

Computer Hardware Requirements

Students attending VDCI participate in the courses either onsite and/or online.