

**NACCAS' Policies & Procedures**  
**January 2017**

**Policy VII.02 – Financial Practices & Management: Contract: Policy on Extra Instructional Charges**

An institution may charge a student for extra instruction needed to complete his/her program under the following conditions:

1. The absences allowed within the contract period have been exhausted; and
2. The amount charged per unit of instruction (i.e., clock hour, week, credit or competency) is clearly stated on the enrollment agreement and tuition and fees information is provided to students upon enrollment.

Schools charging a fee prior to the completion date appearing on the enrollment agreement have secured from the student an acknowledgment of credit to their account. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates.