



# OKALOOSA

## Technical College

[www.otcollege.net](http://www.otcollege.net) | 850-833-3500

## OTC Money-Back Guarantee Program

OTC offers a money back guarantee for students who are unable to find employment in their field of study within 6 months of completion in the following programs:

- **Electrician**
- **Heating, Ventilation, Air-Conditioning/Refrigeration**
- **Practical Nursing**

**Students are only eligible for a refund for out-of-pocket expenses.** Students must meet **ALL** of the requirements listed below to be eligible for a refund:

- **Student attendance** - Student must have attended 90% or more scheduled hours for the entirety of the program.
- **Student program performance** - Student must have earned a B+ (87-89) or higher on all coursework.
- **Career Fair/Career Day attendance** - Student must have attended yearly career fair hosted by Okaloosa County School District or Career Source Okaloosa Walton.
- **Job search documentation** - Student must show documentation that they have applied for a minimum of 5 jobs and have scheduled interviews.
- **Development of a student career plan with the institution's career services department-**  
**Student must have done the following:**
  - Met with Director at least once during enrollment
  - Earned a Ready to Work Credential (Level 4 or better)
  - Submitted an updated resume (on file)
  - Completed the OTC exit survey
  - Met all other requirements including passing licensure or certifications for program



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Student name: \_\_\_\_\_

Date: \_\_\_\_\_

Program completed: \_\_\_\_\_

Date completed: \_\_\_\_\_

### Money-Back Guarantee Program

Requirements

Documentation (signed off by Director)

<b>Student attendance</b> - Student must attend 90% or more scheduled hours for the entirety of the program.	
<b>Student program performance</b> - Student must have a B+ (87-89) or higher on all coursework.	
<b>Career Show/Career Day attendance</b> - Student must attend yearly career fair hosted by OTC.	
<b>Job search documentation</b> - Student must show documentation that they have applied for a minimum of 5 jobs and have scheduled interviews.	
<b>Met with OTC Career Specialist at least once</b>	
<b>Earned a Ready to Work Credential with an achievement level 4 or better</b>	
<b>Submitted an updated resume</b>	
<b>Documentation of Certifications and/or Licensure</b>	
<b>Completed the OTC exit survey</b>	
<b>Documented out-of-pocket expenses</b>	

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Director signature

\_\_\_\_\_  
OTC Director's signature

Refund awarded: Yes \_\_\_\_\_ No \_\_\_\_\_

Amount \_\_\_\_\_