



**The College of the Florida Keys
Money-Back Guarantee Refund
Application**

Student Name:

Program name:

Student ID Number:

Phone Number:

Email address:

Graduation Date:

Purpose of the Guarantee

As required by F.S. 1011.803, The College of the Florida Keys will refund the tuition only to students who are not able to find a job in the field in which the student was trained within six (6) months of successful completion for one of the following programs:

- Associate of Science in Criminal Justice Technology
- Associate of Science in Hospitality and Ecotourism Management
- Associate of Science in Engineering Technology Renewable Energy Technician

Students must not have a criminal background and must satisfy employer requirements. Only tuition is only included in this guarantee. Additional fees, other expenses, and/or charges are excluded from this guarantee. Tuition reimbursements shall be adjusted by scholarships and grants received and/or tuition paid to CFK. Requests for Money-Back Guarantee must be submitted within six (6) months and thirty (30) calendar days of program completion.

Eligibility Criteria Checklist:

- ☐ Student Attendance and continuous enrollment.
- ☐ Student Program Performance.
- ☐ Career Service or Career Day Attendance.
- ☐ Participation in an Internship or Work-Study Program.

- ☐ Job Search Documentation.
- ☐ Development of a Student Career Plan.

Required Attachments:

- Copy of transcript.
- Evidence of Career Service or Career Day attendance.
- Documentation of evidence participation in internship or work-study program.
- Evidence of 20 applications that are related to the degree program.
- Documentation of participation in career services through a federal or state-funded career service center.
- Student Career Plan federal or state-funded career service center.

Student Certification:

I certify that all information provided in this application is true and accurate. I understand that submitting this application does not guarantee a refund and that additional documentation may be requested.

Student Signature:

Date:

Academic Advisor/or Executive Director, Student Success Services Certification:

I certify that I have received a signed copy of the Money Back Guarantee form and supporting documentation.

Signature:

Date:

Accounts Payable Certification:

I certify that I have received a signed copy of the Money Back Guarantee form and supporting documentation.

Signature:

Date:

Administrative Dean, Financial & IT Operations/or designee Certification:

I certify that I have received a signed copy of the Money Back Guarantee form and supporting documentation.

The student is eligible for a refund: ☐

The student is **not** eligible for a refund: ☐

Comments:

Signature:

Date: