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MEMORANDUM

TO: School District Superintendents
Florida College System Presidents

FROM: Kevin O'Farrell, Chancellor, Division of Career and Adult Education
Kathryn S. Hebda, Chancellor, Division of Florida Colleges

DATE: August 12, 2025

SUBJECT: 2024-2025 Money-back Guarantee Program Reporting

Section (s.) 1011.803, Florida Statutes (F.S.), requires each educational entity to refund the cost of tuition to students unable to find a job in the field in which the student was trained within six months of completion of select workforce education programs used to prepare students for in-demand, middle-level to high-level wage occupations.

Each school district and Florida College System institution shall establish a money-back guarantee for at least three programs. Each program must establish eligibility criteria including but not limited to student attendance, student program performance, Career Service or Career Day attendance, participation in internship or work-study programs, job search documentation and the development of a student career plan with the institution's career services department.

The Florida Department of Education requests each school district and Florida College System institution first confirm previously submitted information provided for the 2024-25 academic year. As a reminder, each institution submitted three programs for which they offer the Money-back Guarantee Program. The Department now requires information to comply with s. 1011.803(4), F.S., to report on the performance of the Money-back Guarantee Program by November 1.

Please confirm the information in the attached Excel document by verifying the Program Name and Ten Digit CIP Code for individual programs. Additionally, institutions must complete the performance fields with the appropriate data for each program. The following questions will be asked and require you to input data for individual workforce programs:

- Number of students enrolled in the program
- Number of students also enrolled in the Money-back Guarantee Program

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- Number of students in the program the institution has paid back
- Total amount of funding paid back by the institution
- How your institution enrolls students in the Money-back Guarantee Program
- How your institution notifies students of the Money-back Guarantee Program

Completed Excel documents must be sent to MoneyBackGuarantee@fldoe.org by August 29, 2025.

If you have questions, please contact MoneyBackGuarantee@fldoe.org.

KO/KH/es

Cc: Florida College System Workforce Administrators
District Postsecondary Career and Technical Education Administrators