

Refunds for Tuition

To receive a 100% refund of tuition, less non-refundable fees, students must drop their class in SIS by the end of the fourteenth (14th) calendar day of the semester. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the class to drop for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

This policy applies to all semester length and alternative semester formats. Non-refundable fees are defined as advance tuition. All other fees are to be considered refundable. This includes, but is not limited to, the comprehensive student services fee. All Federal Title IV Funds (i.e., Pell, SEOG, Perkins Loans, Stafford Loans) are prorated and refunded according to the rules and regulations mandated by the US Department of Education. Students registered for workshops through the Division of Continuing Education or Business & Industry Training Center must withdraw in writing at least three (3) days prior to the first workshop session in order to receive a full refund of tuition and fees. In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credit or waiver to students on a "case-by case" basis. Tuition credit must be used within one calendar year from the date of authorization. In accordance with Federal regulations, refunds for an amount less than \$1 will be forfeited. *NOTE: Tuition and fees are subject to change without notice. Applicants should check with the College for verification of current charges.

All refunds require that the student drop courses in SIS within the above stated time frames. No paper forms are accepted.