

# Tuition and Fee Refunds

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## FULL-TIME AND PART-TIME PROGRAMS

An application for refund of tuition must be made on the Withdrawal/Refund of Tuition Form provided in the Registration Center or in writing. All refunds are based on the official date of withdrawal. No refunds will be permitted unless an official withdrawal form is submitted in the required time period. The date on which the Withdrawal/Refund of Tuition Form is received by the Registrar's Office is considered the official date of the student's withdrawal. The \$5 part-time offsetting fee is not refundable. Student health insurance for full-time students is nonrefundable after the first day of class. Nonattendance in class or stop payment on a check is not considered an official withdrawal from the college. The student remains responsible for all tuition liabilities. Students receiving Title IV financial aid will be processed according to federal guidelines. The refund period terminates by the end of the third week of classes, in accordance with the following schedule:

Withdrawals	Refunds
Prior to the first day of classes	100% of tuition and fees**
Prior to the second week of classes*	75% of tuition and fees**
Prior to the third week of classes*	50% of tuition and fees**
Prior to the fourth week of classes*	25% of tuition and fees**
Thereafter	No refund

- \* The first week ends on Saturday regardless of which day of the week classes begin.
- \*\* The student health insurance fee is not refundable.

The refund process generally takes six to eight weeks after the semester begins. All credit card refunds are issued through the appropriate credit card carrier.

**SUMMER AND WINTER SESSIONS**

The refund period terminates prior to the fourth scheduled session of the class, in accordance with the following schedule:

Withdrawals	Refunds
Prior to the first day of classes	100% of tuition
Prior to the second day of classes	75% of tuition
Prior to the third day of classes	50% of tuition
Prior to the fourth day of classes	25% of tuition
Thereafter	No refund