

**Title: Tuition Refund and Appeal Policy for Credit Classes**

- ❑ Initial Action: 9/29/94
  - ❑ Board Resolution: 94-091, 95-015, 96-024, 98-109
  - ❑ Last Revised: 09/27/2017, 9/14/2005
    - Policy
  - ❑ Procedure
  - ❑ Last Reviewed: 03/05/2023
  - ❑ Effective: 03/05/2023
  - ❑ Next Review: 03/05/2026
  - ❑ Responsibility: Finance and Administration
- 

**Policy:**

A full refund of all tuition and fees, will be made to students whose classes are canceled and to students who must withdraw from classes due to an extended disruption of service, which prohibits the College from holding classes.

For students who withdraw from classes, the following schedule applies:

**SESSIONS OF FOUR (4) WEEKS OR LONGER**

100% refund through the **10% date**, which is calculated from the start date of the session.

0% refund after the **10% date, except for students called to military duty or for students in special programs who are withdrawn by the College early in the semester due to program requirements.**

**APPEALS**

After the 10% date, appeals will be reviewed for refunds based on extraordinary or exceptional circumstances, such as a life-altering illness or accident which prevents a student's continuation in class. Such appeals should be addressed, in writing, with documentation, to the Registrar.

However, because of state funding regulations, no refunds will be given to students who withdraw from class after the 20% date.

**SESSIONS OF LESS THAN FOUR (4) WEEKS**

0% refund from the start date of the session with the exceptions noted above. Also see discussion of appeals above.