



# Refund Policies for Credit Courses

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## **REFUND POLICY**

Upon official withdrawal or resignation from the College, refunds will be made as follows:

- Refunds are calculated on the tuition amount only
- If a student withdraws or resigns before the first day of class, a 100% refund of tuition and fees will be made

## **TUITION REFUND SCHEDULE**

### ***16 Week Terms***

Up to and including first five days of semester	100%
Sixth through tenth day of semester	50%
Eleventh through thirteenth day of semester	25%
After thirteenth day of semester	none

### ***3-8 Week Terms***

Up to and including first three days of semester	100%
Fourth through sixth day of semester	50%
After sixth day of semester	none

### ***2 or Less Week Terms***

Up to and including first two days of semester	100%
Third and fourth day of semester	50%
After fourth day of semester	none

## **POST-REGISTRATION AUDIT**

After the last day to register or add in each semester, the Business Office will perform an audit of all tuition and fees assessed and collected and financial aid awarded. If it is discovered that a student has overpaid, a refund will be issued to the student via Higher One. If it is discovered that a student has underpaid, the student or responsible party will be billed. All balances are due immediately.

If a student has reason to believe the College owes him/her a refund, the student should inform the Business Office. In the event a refund is warranted, the College will issue that refund through the proper channels and in accordance with College policy.