

# Refund Policies

When credit hours are increased or decreased during the Drop/Add period, tuition and fee charges are adjusted accordingly. **REFUND FOR COMPLETE WITHDRAWAL:** A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges. A student who officially or unofficially withdraws **completely** on or after the first day of class, but prior to the end of the third week of class, will be refunded according to the withdrawal dates, as follows:

Refund Calculation Chart
Students withdrawing <i>on or before</i> the first day of class are entitled to a 100% refund.
Students withdrawing <i>during the first week of classes</i> are entitled to a 75% refund.
Students withdrawing <i>during the second week of classes</i> are entitled to a 50% refund.
Students withdrawing <i>during the third week of classes</i> are entitled to a 25% refund.
Students withdrawing <i>after the end of the third week of class</i> are NOT entitled to any refund.

## REFUND FOR PARTIAL WITHDRAWAL

Students who do not completely withdraw from the college but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

## ADMINISTRATIVE FEE

An administrative fee not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.



## TEXTBOOK REFUND POLICY

The College Bookstore will issue a refund for textbooks returned in new and saleable condition (with no writing) or other soiled conditions. The customer must furnish a receipt as proof of purchase for the item(s) being returned.

## BOOKS AND SUPPLIES

A student who **withdraws** and who has purchased returnable books and/or supplies from the college and returns the items in new/unused condition by the end of the third week of the semester will be refunded the full purchase price. No refunds will be issued after the 3rd week of the term. Textbooks will be purchased from students during the final week of classes for the semester.

## REFUND IN COMPLIANCE WITH FEDERAL REGULATIONS