

Policy 3.22

Fees and Refunds Policy

Curriculum

All student tuition and fees must be paid in full at time of registration. Students who will be attending school on a scholarship or are being assisted by a private individual, company, club, or state agency should consult the Financial Aid Office to determine the information that must be furnished to the Business Office prior to registration.

In accordance to State Board of Community College Code Code [1E SBCCC 900. 1 Curriculum Tuition Refunds](#), a refund shall be made under the following circumstances:

1. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment. Fees are refunded at 100 percent only when all tuition is refunded at 100 percent.
2. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester. Fees are non-refundable when any portion of a student's tuition is refunded at 75 percent.
3. For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
4. A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10th calendar day of the class.
5. Students who have not attended a class by the 10 percent date of the class will be dropped by the instructor as "never attended." Students who are dropped as "never attended" will receive 100% adjustment and/or refund for the class. If other charges (e.g. bookstore charges) have been applied to the account, the student will be 100% responsible for the other charges.
6. A 100% refund shall be made if a student is initially deemed as "in state" for tuition purposes but changed to "out of state" by the Residency Determination System prior to the 10 percent point, and the student has "no means" or "no desire" to pay the "out of state" tuition rate. The student must officially withdraw within 10 calendar days of the College notifying the student of the change in residency status.
7. If a final residency determination status date is validated after the 10 percent point

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of the course section or academic term, whether to “in state” or to “out of state”, the College shall apply the new tuition determination to the following term.

Miscellaneous fees are non-refundable, including gym fees, malpractice insurance fees, replacement ID card fees, and testing fees.

Continuing Education

All registration fees and course fees must be paid in full at time of registration.

In accordance with State Board of Community College Code [1E SBCCC 900.2 Continuing Education Registration Fee Refunds](#) and College policy, a refund shall not be made except under the following circumstances:

1. A student who officially withdraws from class(es) prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class is cancelled due to insufficient enrollment.
2. After the respective class begins, a 75 percent refund shall be made upon the written request of the student if the student officially withdraws from the class prior to or on the census point of the scheduled hours of the class. NOTE: Only registration fees can be refunded in this circumstance. Course fees are non-refundable.
3. Registration fees and course fees for self-supporting classes are non-refundable once the class begins.
4. If a student that has paid the required registration fee for a course passes away during that course, all registration fees for that semester may be refunded to the estate of the deceased.

References

Legal References: [1E SBCCC 900. 1 Curriculum Tuition Refunds](#); [1E SBCCC 900.2](#); [1E SBCCC900.3](#)

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Procedure 3.2201 Fees and Expenses Procedure](#)

History

Leadership Council Review/Approval Dates: 08/17/2018

Senior Staff Review/Approval Dates: 8/4/15, 05/09/2016, 08/08/16, 9/12/16, 5/8/2018, 10/18/2022

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**Board of Trustees Review/Approval Dates: 8/4/15, 06/07/2016, 10/04/2016, 8/7/18
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Implementation Dates: *Enter date(s) here*

