

Procedure Title: Tuition Refunds
Procedure Number: 01-2003-0008
Board Policy Reference: IV.A. General Executive Direction

Accountable Administrator: President
Position responsible for updating: Chief Finance Officer
Original Date: March 1967
Date Approved by Cabinet:
Authorizing Signature: *signed original on file*
Dated: 12-17-03
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Reviewed: 11-13

Purpose/Principle/Definitions:

Students who withdraw from the College or from college courses, and who have complied with regulations governing withdrawals, are entitled to certain refunds depending on the time of withdrawal.

Basic tuition refunds are calculated as follows:

All Terms:

First five (5) days of the term for an 11-week course or the equivalent day of the term for course of varying length = 100%

After the first five (5) days of the term for an 11-week course or the equivalent day of the term for courses of varying length = 0%

Refer to Administrative Procedure 07-2003-0006 – Course and Schedule Changes for drop and withdraw guidelines and deadlines.