POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: Tuition/Fees Refund Policy 7.16

Responsible Division: Business Services

Date Approved: January 2006

1. A 100 percent refund shall be given for tuition and fees if a class in which the student is officially registered is cancelled by the college.

2. A 100 percent tuition refund shall be given if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar.

3. A 75 percent refund shall be given if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.

4. For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be given if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be given if the student officially withdraws from the class prior to or on the 10 percent point of the class.

5. A 100 percent refund shall be given if the student officially withdraws from a contact hour class prior to the first day 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 tenth calendar day of the class.

6. Where a student, having paid the required tuition and fees for a semester or term, dies during the semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester or term will be refunded to the estate of the deceased.