



## REFUND POLICY

A student who wishes to withdraw from a course must obtain a Registration Change Form available in the Registrar's Office. The date and time that the form is received by the Registrar's Office will be the official date and time of withdrawal. Unofficial notices will not be accepted as notification of withdrawal. Fees are not refundable unless a course is cancelled by the college.

Refunds of TUITION ONLY are made to eligible students as follows:

Refund Policy for Fall and Spring Semesters:

- Withdrawal before first meeting - 100% refund less \$20.00 administrative fee
- Withdrawal before second meeting - 90% tuition-only refund
- Withdrawal before third meeting - 50% tuition-only refund
- Withdrawal after third meeting - No refund

Tuition & Refund Policy for Summer Sessions I and II and other short semesters:

- Withdrawal before first meeting - 100% refund less \$20.00 administrative fee
- Withdrawal before second meeting - 90% tuition-only refund
- Withdrawal after second meeting - No refund

Refund Schedule for Special Format Classes

- Withdrawal before first meeting - 100% refund less \$20.00 administrative fee
- Withdrawal before second meeting: 50% tuition-only refund
- Withdrawal after second meeting - No refund

Note: Refunds are based on dates of scheduled class meetings, not on attendance. Refunds will be processed and sent to students approximately 4-6 weeks after classes have started.

Tuition and fees are refunded if the college cancels the course.