

**Refund Policy**

Refunds of 100% for credit courses and lab fees will be made until the close of business on the last day of late registration as listed in the catalog (the date coincides with the last day to drop courses). Thereafter, no refund of fees is authorized unless specifically approved by the Associate Dean of Enrollment Management (Board Rule 7.320).

Students whose registration is canceled by official college action will be entitled to a full refund of tuition and laboratory fees.

* Refunds for college credit courses that do not follow the academic calendar:

Students must withdraw prior to the second course meeting in order to be eligible for a full refund.

* Refunds for college credit courses that have four (4) or fewer meetings:

Student must withdraw prior to the first course meeting in order to be eligible for a full refund.

* Refunds for non-credit courses consisting of three (3) or fewer course meetings:

Students must withdraw before the first course meeting to be eligible to receive a 100% refund

* Refunds for non-credit courses consisting of more than three (s) course meetings:

Students must withdraw before the second course meeting to be eligible to receive a full refund.

**Refund Request Process**

An official Registration form must be completed by the student requesting a refund, and submitted to the Office of Enrollment Services. Request for refund of matriculation, tuition, and laboratory fees not permitted under college policy will be referred to the Student Services Appeals Committee.

**Exceptions to Established Refund Policy**

Fees may be refunded when a student drops a course due to any of the following circumstances deemed to be beyond the control of the student no more than 120 days from the end of the term in which the course was offered:

* illness or accident of the student of such severity or duration, as documented by a licensed physician, that it would preclude a student from being able to complete current semester courses;
* death of the student, or death of an immediate family member of a student (parent, spouse, child, or sibling) that prohibits the student’s ability to complete current semester courses;
* involuntary call to active military duty that would preclude the student from being able to complete the current semester courses;
* documented administrative error by the College;
* other emergency circumstances or extraordinary situations that may be approved by the Student Services Appeals Committee.