

ADMISSIONS INFORMATION

REFUNDS

The College may refund a portion of tuition, fees, and institutional room and board to students who withdraw from school during their enrollment term. Students must complete the Official Withdrawal Form to receive a refund of money paid to the College from personal sources. If Federal Title IV Student Aid funds pay all or any of educational costs, a return of funds will be made to the federal authorities according to the Return of Title IV Policy, whether the withdrawal is official or not. The Official Withdrawal form must be returned to the Registrar within two weeks of the date the form is initiated to receive a refund of personal monies.

Tuition and Fees Refunds

Students may be eligible for a refund upon filing a complete Change of Schedule Form in the Registrar's Office within the refund periods outlined below. Online schedule changes or a paper form must be submitted to the Registrar's Office for a refund. Nonattendance of a class does not warrant an official drop, and the student will still be financially responsible for their classes.

- If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class regardless of the date. If a student withdraws from a course after the refund period and simultaneously adds a class, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added course. Exceptions are made for change of section and level changes at the discretion of the Registrar and Student Accounts Offices.
- No tuition or fee refund is given after the stated date, and the student is responsible for the total tuition and fees incurred.
- 9-16 Week Classes: 100% of tuition and fees will be refunded for courses dropped before the end of the 8th instructional day of the semester.
- 5-8 Week Classes: 100% of tuition and fees will be refunded for courses dropped before the end of the 5th instructional day of the semester.
- 2-4 Week Classes: 100% of tuition and fees will be refunded for courses dropped before the end of the 3rd instructional day of the semester.
- Classes less than two weeks (including weekend classes and seminars): 100% of tuition and fees will be refunded for courses dropped before the start of the class.
- Late Fall Classes: 100% of tuition and fees will be refunded for courses dropped before the end of the 3rd instructional day. Institutional room and board charges will be calculated according to the terms of the dorm contract.

The College refund policy and the Federal Return of Title IV Funds policy are independent of each other. The return of Title IV funds may result in college costs not being paid and due from the student. Transcripts and grade reports will only be issued to students who have paid all of their college-related bills.