

## REFUNDS AND REPAYMENTS

A student may be eligible for a refund of institutional charges, based on a change in enrollment status due to: (1) dropping a course or courses, (2) withdrawing from college, (3) cancellation of a class by the institution, or (4) death of the student. Refund processing requires three to four weeks for completion. Students receiving Federal Title IV grants, loans, and state grants/scholarships are required to notify the Financial Aid Office upon changing enrollment status by dropping any class or upon withdrawing from the institution.

### INSTITUTIONAL FEES

1. Seventy-five percent of fees will be refunded for drops or withdrawals that occur within the first 14 calendar days (unless the class begins on Saturday. See # 5 below) of an academic term, beginning with and inclusive of the first official day of classes, or within an equivalent period for a short-term course. Twenty-five percent of fees will be refunded following expiration of the 75 percent refund period, to the point in time when 25 percent of the term is completed. No refunds will be made beyond the 25 percent point.
  2. One hundred percent of fees will be refunded for classes canceled by the institution.
3. One hundred percent of fees will be refunded for withdrawals prior to the first day of classes for the regular academic terms and summer sessions.
  4. One hundred percent of fees will be refunded in case of death of the student.
5. One hundred percent of fees will be extended when the first day of the academic term falls on a Saturday through the weekend until the following Monday morning (12:01 a.m.).

**Fees discussed above include Maintenance and Technology Access Fees only. All other fees are non-refundable.**

Summer term refunds will be based on the above procedures with time periods for half-summer terms being prorated as a percentage of a regular term.

No refunds will be made for a general interest class unless the class is canceled.