

## INTERNAL/ DEPARTMENTAL POLICY AND PROCEDURE

**TITLE:** Tuition and Fee Adjustment Schedule Guidelines

**EFFECTIVE DATE:** March 17, 2015

**DIVISION:** BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

**CATEGORY:** Student Payables (G)

**RESPONSIBLE  
DEPARTMENT:** Controller's Office

### POLICY STATEMENT

Students officially withdrawing from credit courses during the published tuition and fee adjustment period are eligible for a reduction in tuition and refundable fees. Students withdrawing from the College or reducing credit hours after the Tuition and Fee Adjustment Schedule published each semester in the *College Catalog* and *Student Handbook* are not eligible for a reduction. The following provides the rationale and guidelines for determining the specific Tuition and Fee Adjustment Schedule dates each semester:

- **100% Adjustment of *Tuition and All Fees*** will be made to students who resign from all classes or drops a course(s) *during the first nine instructional days (Add/Drop Period) of the fall and spring semester and the first four instructional days for the summer semester and second start sessions.*
- **50% Adjustment of *Tuition, Operational Fee, Academic Excellence Fee, Building Use Fee, Technology Fee, Course Fees, and Other Charges*** will be made to students who resign from all classes or drops a course(s) *after the 9th instructional day through the 14th instructional day of the semester for the fall and spring semester and after the 4th instructional day through the 7th instructional day of the semester for the summer semester and second start sessions.* Other registration fees such as: Student Life Fee, Enterprise Resource Fee, Student Government Association Fee, Student Activity Fee, Student Services Fee, Dolphin System Access Card (ID Card) Fee, Online Registration Fee and other miscellaneous fees are not refundable during the 50% Tuition and Fee Adjustment Period.
- **No Tuition and Fee Adjustments** will be made *after the 14th instructional day of the fall and spring semester or after the 7th instructional day for the summer semesters and second start sessions.*

*Cancellation:*            *BAA-G04, Tuition and Fee Refund Schedule, dated  
June 12, 2012*

*Review Process:*        Ad Hoc Committee on Tuition Adjustment Schedule Policy 3/2/15  
Business and Administrative Affairs Council 3/11/15

Approved:                Vice Chancellor for Business and Administrative Affairs 3/17/15