

INTERNAL/ DEPARTMENTAL POLICY AND PROCEDURE

TITLE: Tuition and Fee Refund Schedule Guidelines

EFFECTIVE DATE: June 12, 2012

DIVISION: BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

CATEGORY: Student Payables (G)

RESPONSIBLE DEPARTMENT: Controller's Office

POLICY STATEMENT

For students reducing their credit hours or officially withdrawing from the College, all or a portion of their refundable tuition and fees may be credited to their account according to the requirements and Refund Schedule published each semester in the *College Catalog* and *Student Handbook*. The following provides the rationale and guidelines for determining the specific Refund Schedule dates each semester.

Regular Sessions (Fall Semester, Spring Semester, and Summer Session)

- **100% refund** period from the beginning of advanced registration through the add/drop period, which is usually two days.
- **50% refund** period four to five days after the end of the 100% period, depending on the way the days fall
- **25% refund** after the end of the 50% period until the official 14th day (official 7th day for summer session)

Special Sessions

For special sessions that are approximately the same length as a typical summer session, refunds are set up in the same manner as summer sessions as described above. However, since a special session does not have an official census date, that date will be calculated in a manner consistent with the summer session's official 7th day.

For special sessions whose length is not similar to that of a typical summer session, the same rationale will be applied. The number of days in each refund period will be adjusted according to the approximate ratio of the session as compared to that of a typical summer session.

Review Process: Ad Hoc Committee on Refund Schedule Policy 6/6/12
Business and Administrative Affairs Council 6/12/12

Approved: Vice Chancellor for Business and Administrative Affairs 6/12/12