

## INTERNAL/ DEPARTMENTAL POLICY AND PROCEDURE

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

**EFFECTIVE DATE:** December 20, 2024

**CANCELLATION:** BAA-G04 (3/17/15)

**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 drop a course(s) *through Late Registration*.
- **50% Adjustment of *Tuition*** will be made to students who resign from all classes or drop a course(s) *after the 100% deadline and through Census Day*. *Registration fees are not refundable after the 100% Tuition and Fee Adjustment Period*.
- **No Tuition and Fee Adjustments** will be made *after the semester or session's Census Day*.

*Cancellation:* BAA-G04, *Tuition and Fee Refund Schedule*, dated March 17, 2015

*Review and Approval Process:*

Ad Hoc Committee on Tuition Adjustment Schedule Policy 3/2/15  
Business and Administrative Affairs Council 3/11/15  
Vice Chancellor for Business and Administrative Affairs 3/17/15  
Vice Chancellor for Business and Administrative Affairs Procedural  
Update Approval 12/20/24