



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Refund of Tuition and Fees, College Credit Courses	FD - II	3	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
F – Students	Tuition and Fees	FD	8/26/2025

PURPOSE

When students withdraw from the College or drop a portion of their semester hour enrollment, a refund of tuition and mandatory fees shall be made in accordance with the refund schedule and other provisions shown below.

REFUND FOR CREDIT COURSES

Prior to the census date, students may drop and add courses without penalty if the dollar amount of the transactions are equal. If the transactions result in a refund, the Refund for Credit Courses will be applied to the net change in tuition and fees.

After the census date, the Refund of Tuition and Fees, College Credit Courses procedure will apply. “Class Day(s)” above, refers to the number of days classes in general (not a particular class) have been in session.

Tuition and fees paid directly to the Institution by a sponsor, donor, or scholarship shall be refunded to the source, rather than directly to the student.

Mandatory fees include: Facilities fee, General Services fee, and laboratory fees.

When students withdraw from the College or drop a portion of their semester hour enrollment, a refund of tuition and mandatory fees shall be made in accordance with the refund schedule and other provisions shown below

Drops and Withdrawals

Length of Class Term in Weeks	Last day for 100% refund	Last day for 70% refund	Last day for 25% refund
2 or less weeks	1 st class day	2 nd class day	3 rd class day
3 weeks	1 st class day	3 rd class day	4 th class day
4 weeks	2 nd class day	4 th class day	5 th class day
5 weeks	2 nd class day	5 th class day	6 th class day
6 weeks (Summer)	2 nd class day	5 th class day	7 th class day
7 weeks	2 nd class day	7 th class day	9 th class day
8 weeks	2 nd class day	8 th class day	10 th class day
9 weeks	3 rd class day	9 th class day	11 th class day
10 weeks	3 rd class day	9 th class day	12 th class day
11 weeks	3 rd class day	10 th class day	14 th class day
12 weeks	3 rd class day	12 th class day	15 th class day
13 weeks	3 rd class day	13 th class day	16 th class day
14 weeks	3 rd class day	13 th class day	17 th class day
15 weeks	3 rd class day	14 th class day	19 th class day
16 weeks or longer (Fall & Spring)	3 rd class day	15 th class day	20 th class day

If a student withdraws because the student is called into active military service, the institution, at the student's option, shall:

1. refund the tuition and fees paid by the student for the semester in which the student withdraws;
2. grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
3. as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.



OTHER TUITION AND FEES

In addition to the foregoing tuition and fees prescribed by the Board of Trustees, the President of the College shall have authority to establish:

1. tuition and fees for non-credit courses and activities,
2. laboratory and other special fees intended to compensate for special equipment, supplies or services provided by the College for specific classes, and
3. admission charges for entertainment, cultural and athletic events.