



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

Fall and Spring Semester

Prior to the first class day	100%
During the first fifteen (15) class days	70%
During the sixteenth (16) through Twentieth (20) class days	25%
After the twentieth class day	NONE

Summer Terms

Prior to the first class day	100%
During the first five (5) class days	70%
During the sixth (6) and seventh (7) class days	25%
After the seventh (7) class days	NONE



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.

Refunds for flex entry and non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester) are as follows:

- a. 100%--prior to the first class
- b. Per table below--after classes begin

Drops and Withdrawals

Length of Class Term in Weeks	Last day for 70% refund	Last day for 25% refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20



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grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or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.