



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

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

BASED ON BOARD POLICY

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

REFUNDS FOR CONTINUING EDUCATION COURSES

When students withdraw from Continuing Education courses, a refund of tuition and fees shall be made in accordance with the refund schedules shown below. Students should contact the Records & Registration Office to request a refund.

REFUNDS FOR VOCATIONAL PROGRAMS

| Class Day | Percentage of Refund |
|---------------------------------|----------------------|
| Prior to the first class day | 100% |
| During the first two CLASS days | 70% |
| After the second CLASS day | 0% |

COMMUNITY PROGRAMS (INCLUDING KIDS COLLEGE)

| Class Day | Percentage of Refund |
|-------------------------------------|----------------------|
| Prior to the first class day | 100% |
| *During the first two CALENDAR days | 70% |
| After the second CLASS day | 0% |

*A \$10 Fee will be assessed for courses costing \$50 or more

*A \$5 Fee will be assessed for courses cost \$49 or less

Students who are dropped for disciplinary reasons will not receive a refund nor be allowed to transfer to a later section.

COURSES ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE

- 100%--prior to the first class
- 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 |

COORDINATION WITH VICE PRESIDENT, FINANCE & ADMINISTRATION

The Vice President, Finance & Administration shall be given written notification, in advance of collection, of all special fees to be assessed and of all instances involving a deviation from the standard tuition rate.

CONTRACTS

Contracts or agreements between the College and other organizations or agencies involving the sharing of income and/or expenses between the College and such organizations or agencies



must be approved in advance by the Vice President, Instruction and the Vice President, Finance & Administration.