

TOPIC:
Tuition and Fees - Procedures

Policy Number:
F6

Refund Procedures for Charges to Student Accounts

Refunds may be issued to students dropping courses based on the following schedule.

Regular Semester (16-week) Courses

1. 100% of tuition and fees, 1st through 10th class day
2. No refund of tuition or fees, after 10th class day.

Any refunds due to students will be made after the 20th class day.

Refunds for all courses less than 16 weeks will follow the same refund schedule, but will be pro-rated for the length of the course. Refer to the table below for the pro-rated schedule.

TABLE 1 – Refund Schedule

<u>Semester Length</u>	<u>Last day for refund</u>
16 weeks	10 th day
15 weeks	10 th day
14 weeks	8 th day
13 weeks	8 th day
12 weeks	8 th day
11 weeks	5 th day
10 weeks	5 th day
9 weeks	5 th day
8 weeks	5 th day
7 weeks	4 th day
6 weeks	4 th day
5 weeks	4 th day
4 weeks	4 th day
3 weeks	2 nd day
2 weeks	2 nd day
1 week or less	No refund once course starts

Students may be required to repay all or a portion of their financial aid and/or scholarship(s) after dropping or withdrawing from courses.

Refund requests outside the established timeline will be considered in extraordinary or unusual circumstances as determined by the Vice President for Administrative Services and Vice President for Academic Affairs.

Return of Unearned Federal Financial Aid

Adopted: 5/29/12	Revised/Reviewed 3/24/15	Revised/Reviewed 11/29/16	Revised/Reviewed 6/14/17	Revised 2/23/21	Revised 12/7/21
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- 1) If a student who is a recipient of Federal Financial Aid withdrawals from school after beginning attendance, CCCC will complete the R2T4 calculation to determine the amount of Federal Financial Aid the student has earned.
- 2) If the amount disbursed to the student is greater than the student has earned, the unearned funds must be returned.
- 3) Once a student attends more than 60% of the payment period, all financial aid is considered earned.
- 4) If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student may receive a post-withdrawal disbursement.

Return of Unearned Department of Defense (DOD) Tuition Assistance

- 1) If a student receiving tuition assistance withdrawals from school after beginning attendance, CCCC will notify the DOD.
- 2) The DOD requires the return of unearned TA funds on a proportional basis through at least the 60% portion of the course regardless of the reason for withdrawal (service-related or otherwise).
- 3) The return of these funds will be returned directly to the military service, not to the service member.
- 4) If military service members stop attending due to a military service obligation, the college administration will work to identify solutions to reduce or eliminate the student debt resulting from the returned tuition assistance.

Adopted: 5/29/12	Revised/Reviewed 3/24/15	Revised/Reviewed 11/29/16	Revised/Reviewed 6/14/17	Revised 2/23/21	Revised 12/7/21
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