

## **REFUND POLICY**

- A. If you notify the College of complete withdrawal during the first five (5) work days of the semester, your tuition and fees will be refunded.\* In the first five (5) College work days, there will be no penalty for partial withdrawal.
- B. If you withdraw completely or partially from the sixth through the tenth College work days, 75 percent of the applicable tuition will be refunded.
- C. There will be no refund after the tenth College work day.
- D. The application for admission fee and the application for graduation fee are non-refundable.
- E. Refunds for financial aid recipients must be calculated according to federal and/or state refund regulations.
- F. To request a Medical Withdrawal, submit a completed Medical Withdrawal form before the week of final exams. Your refund will be 50 percent for Medical Withdrawal between the eleventh class day and midterm. There will be no refund for Medical Withdrawal after midterm. All Medical Withdrawals must be submitted before the last class day of the semester. The Medical Withdrawal form must be returned to the Director of Records and Registration.
- G. If you are a member of the Armed Forces of the United States and your military unit is called to active duty for deployment, you may request a full refund of tuition and refundable fees. You must provide a copy of your deployment orders to the Office of Records and Registration.
- H. If you believe that your circumstances may warrant an exception from these rules, submit a written appeal with appropriate documentation to the Office of Records and Registration during the semester in question.

\*For six, eight, or ten week sessions, you must notify the College of complete withdrawal during the first three College work days of the session for a 100 percent refund. If you withdraw completely or partially from the fourth through the sixth College work days, 75 percent of the applicable tuition will be refunded. There will be no refund after the sixth College work day. For three week sessions, if you withdraw completely before the second College work day, you will receive a 100 percent refund. If you completely or partially withdraw during the second College work day, 75 percent of the applicable tuition will be refunded. There will be no refund after the second work day.