



Institutional Policy: D3011 Refund of tuition

Category	Finances
Subject	Assessment of Tuition and Fees
Effective	January 6, 2025
Updated	N/A

1. Authority

2. Policy

2.1 Any student signing an enrollment agreement or making an initial payment toward tuition and fees shall be entitled to a cooling off period of three (3) working days from the date of signing the enrollment agreement or making initial payment, whichever is later.

2.2 During the cooling off period, the agreement can be withdrawn by the student and all tuition and fees shall be returned.

2.3 Cancellation after the third (3rd) business day, through the first day of classes, results in a refund of tuition and fees.

2.4 Cancellation can be made in person, by electronic mail, or by certified mail.

2.5 A student who cancels, withdraws for personal or medical reasons, will receive a refund of tuition and refundable fees within thirty (30) days of any of the forgoing in accordance with the following schedule after the first day of instruction:

Academic Year (semester)

- Before the semester begins 100% refund
- During student orientation (first week of semester) 100% refund
- During the second week 50% refund
- During the third week 20% refund
- Anytime after the third week. No refund

2.6 In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

2.7 Mobilization/Deployment Refund Policy

2.7.1 Members of the military who receive orders which transfer them out of the area for a prolonged period or members of the National Guard or Reserves who are called to active duty, when such transfer interferes with class attendance, may request a full refund of tuition at any time during the semester.

2.7.2 Documentation of orders for transfer must be provided prior to refund being granted. Students receiving VA benefits must request that the prorated refund policy be used for tuition reimbursement.

2.8 Refund Policy for Students Using GI Bill Benefits

2.8.1 In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued therefrom at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.

2.8.2 The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day. Refunds will be totally consummated within the forty (40) days after termination.

Signed by:

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