

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the 'hand' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.

REFUND POLICY

State-support Credit and Noncredit Courses

This schedule prevails whether the student attends class or not.

Students who withdraw from college in accordance with withdrawal regulations may apply for refunds according to the following schedule:

1. 100% refund for classes canceled or for college initiated changes of days or time.
2. 100% refund before the sixth day of instruction of the regular quarter for withdrawal from all classes or if a student's credit hour load is reduced below 10 credits or if a paid overload is reduced to 18 or less credit hours.
3. 50% refund beginning the sixth day of instruction through the 20th calendar day of the quarter for withdrawal from all classes or if a student's credit hour load is reduced below 10 credits or if a paid overload is reduced to 18 or less credit hours.
4. No refund is granted after the 20th calendar day of the quarter.
5. Refunds for classes which do not follow the regular college calendar are based on a proportionate relationship to the length of a standard quarter.
6. Refunds for lab and course fees will be in the same proportion as the tuition refund schedule except books included in lab fee charges are nonrefundable.
7. Refunds for parking permits will only be granted if the permit is returned during the appropriate refund period. A charge will be created for parking permits that are paid for by financial aid but are not returned when a withdrawal is processed.
8. **Note!** A reduction in your enrollment level may affect your financial aid eligibility.
9. Summer quarter refund rates are changed proportionately to the reduced summer quarter.

Cancellation of Program or Class

If a program or class is canceled, the student will be granted a full 100% refund upon completing the official withdrawal process or the processing of an add/drop form for a canceled class. The student is responsible for submitting a completed and signed official withdrawal form or add/drop form for any refund requested.

Process for Obtaining a Refund

1. To obtain a refund, the student must complete and sign an official withdrawal form or an add/drop form. It is the student's responsibility to initiate the refund process and obtain the necessary signatures. The refund is processed through the Admissions/Registration Office.
2. If a refund check is due, it will be mailed to the student approximately two weeks from the date the business office receives the withdrawal form or the add/drop form.
3. Debts owed to the college must be paid in full before the refund is issued.
4. Tuition and fees paid by credit card are credited to the credit card. Tuition and fees paid by agency, scholarship, financial aid, student loan or private grants are refunded in accordance with the Title IV federal student aid refund policy. Contact the Financial Aid Office for additional information.
5. Students dismissed for disciplinary reasons are not eligible for any refunds.

Exceptions to the Refund Policy

Exceptions to the refund policy will be considered only if, in the judgment of the college, an extreme hardship has been caused by illness, hospitalization, or military transfer. A student must submit an appeal for an exception to the refund policy in the form of written documentation to the registrar.

All course offerings are subject to change. The college cannot guarantee class offerings, designated times, or specific instructors as funding levels and student interest may affect whether or not an offering is available.