

REFUNDS

A student wishing to withdraw from a course must complete a Registration Change Form available in the Registrar's Office. The date and time that the form is received by the Registrar's Office will be the official date and time of withdrawal. Unofficial notices will not be accepted as notification of withdrawal.

Fees are not refundable unless a course is cancelled by the College. Refunds of TUITION ONLY are made to eligible students as follows:

Refund Policy for Fall and Spring Semester:

Withdrawal before first meeting: 100% refund less \$20 administrative fee

Withdrawal before second meeting: 90% tuition only refund

Withdrawal before third meeting: 50% tuition only refund

Withdrawal after third meeting: No refund

(Fees are not refundable)

Refund Policy for Summer Session I and II:

Withdrawal before first meeting: 100% refund less \$20 administrative fee

Withdrawal before second meeting: 90% tuition only refund

Withdrawal after second meeting: No refund

(Fees are not refundable)

Refund Policy for Special Format Courses:

(Includes institutes, accelerated courses and any other course that is not a full semester 15 week course.)

Withdrawal before the start of first meeting: 100% refund less \$20 administrative fee

Withdrawal before the start of second meeting: 50% tuition only refund

Withdrawal after the start of second meeting: No refund

(Fees are not refundable)

Note: Refunds are based on dates of scheduled class meetings, not on attendance.

Tuition and fees are refunded if the College cancels the course. We are not responsible for finance charges incurred on your American Express, Discover, MasterCard, or Visa.