

11.4 STUDENT TUITION AND FEE REFUND FOR WITHDRAWALS

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To be eligible for any refund, the student must officially withdraw from the course or courses (no show withdrawals are not eligible). A refund for withdrawal will not be issued that is greater than 100% of tuition and refundable fees minus any non-refundable fees and required deposits. In accordance with federal student aid regulations, any student who receives federal financial aid and withdraws before completing 60% of the term will have all or a portion of that aid returned to the federal fund before any refund is issued.

Refund of eligible payments will be made according to the following schedule:

- Withdrawal before the start of classes (0% of class time*) 100%
- Withdrawal before end of one week of classes (7% of class time*) 100%
- Withdrawal before end of two weeks of classes (15% of class time*) 50%
- Withdrawal before end of three weeks of classes (20% of class time*) 25%

Students who must officially withdraw from the College after the start of classes because of a call to active duty in the armed services (appropriately documented) or a disabling injury or serious illness (appropriately documented) will have their student account adjusted in accordance with the Student Withdrawal Policy. The policy, as noted above, regarding the return of federal student aid will apply to both of the aforementioned withdrawals.

* Refund for summer sessions, special sessions, and all irregularly scheduled sessions and courses is determined by the percentage of class time elapsed at the time of withdrawal.