

REQUEST FOR A REFUND/ADJUSTMENT OF FINANCIAL LIABILITY Policies, Procedures, and Guidelines

The college's Refund Policy states that students who officially withdraw from classes at the Registrar's Office during the first three weeks of a semester¹ will receive a refund of tuition and refundable fees as follows: 75% during the first week, 50% during the second week, 25% during the third week, and 0% beyond the third week (see catalog for details). Additional refunds or adjustments of financial liability are considered exceptions to this policy and, as such, will only be granted in accordance with the policies, procedures, and guidelines cited below.

- (1) Additional refunds/adjustments of financial liability will only be considered for a limited number of extenuating circumstances, and then only when the required documentation has been submitted (**see attached**).
- (2) Such refunds/adjustments of financial liability will **not** be considered for students who have attended classes beyond the midpoint of the semester, nor will requests be considered if they are filed more than 30 days following the end of the semester of withdrawal.
- (3) Students who satisfy the criteria and documentation requirements will be granted a refund/ adjustment of financial liability that **ranges from 25% to 100%** of tuition and refundable fees, **based on how long the student was able to attend classes** before withdrawing.²
- (4) Students who believe that their circumstances satisfy the guidelines described above should:
 - a. officially withdraw from classes at the Registrar's Office (note that students who are unable to complete the withdrawal process should contact the Dean of Student Services' Office for assistance); and
 - b. complete the "**Request for a Refund/Adjustment of Financial Liability**" form and submit it, **with all required supporting documentation**, to the Office of the Dean of Student Services on the campus where the classes in question are being taken.
- (5) **The decision of the Office of the Dean of Student Services is final.**

Approved, January 29, 2002
President's Cabinet

¹ A corresponding period will be used for intersession and summer sessions

² Students are eligible for a maximum of three refunds under this policy, regardless of the circumstances.