



Refund Policy / Course Drops & Withdrawals

The following policies apply when changing a class during the term:

- A student may substitute one course for another course during the same term by submitting a drop/add form in person with their academic advisor and paying a \$50 change fee. Changes must be made prior to start of first class.
- Students who register for courses which are cancelled by the College will substitute another course in the same module. No fees will apply.

The following policies apply when a class is dropped.

- Students may terminate their enrollment in a course by *dropping* the class prior to the start of the first class meeting.
- A student's drop from a course may impact the student's grade point average and his or her ability to qualify for or keep financial aid and/or scholarship funds. Decisions to drop or withdraw should be discussed with a student's advisor and the financial aid director to best determine the overall impact of such action.
- Students who want to drop one or more courses **must complete a drop form in person** and submit it to his/her academic advisor. The date of the drop is determined by the Registrar based on the date on which the Registrar receives the completed drop form including all required approvals.
- Failure to attend class does not constitute a drop/withdrawal. Failure to attend class will result in a failing grade.
- **Students will be charged a Drop Fee of \$150 per course dropped and payment of these drop fees must be made at the time of the drop.**
- 75% tuition refund will be refunded if dropping/withdrawing after the start of the first class. No tuition refund will be given after the second class date.
- If a dropped course results in less than full-time enrollment for the semester, ALL INSTITUTIONAL SCHOLARSHIPS WILL BE FORFEITED. The student will be responsible for immediate payment of any balance this creates on the student account.
- If a drop results in recalculation of Federal Aid and/or return of aid, the student will be responsible for balances due on their account. No federal aid moneys will be refunded to student – overages will be refunded to the Federal Aid in this order: Pell grants, then subsidized loans, then unsubsidized loans.

Withdrawing from school:

- Students who want to withdraw from the school **must complete a withdrawal form in person** and submit it to his/her academic advisor. The date of the withdrawal is determined by the Registrar based on the date on which the Registrar receives the completed withdrawal form including all required approvals.
- ALL INSTITUTIONAL SCHOLARSHIPS WILL BE FORFEITED when a student withdraws. The student will be responsible for immediate payment of any balance this creates on the student account.
- Failure to attend class may result in an academic withdrawal. Academic withdrawals can result in adverse financial aid recalculations resulting in account balances for which the student is responsible. Please review the Withdrawal Policy in the Financial Aid section of the catalog.
- Tuition will be refunded at 100% for classes that have not started. 75% tuition refund will be given if withdrawing after the start of the first class. No tuition refund will be given after the second class date.

- A withdrawal fee of \$150 will be charged. If withdrawal results in recalculation of Federal Aid and/or return of aid, the student will be immediately responsible for balances due on their account. No federal aid moneys will be refunded to the student – overages will be refunded to the Federal Aid in this order: Pell grants, then subsidized loans, then unsubsidized loans.

All balances must be paid in full each term. Unpaid balances will prevent the student from registering for classes and from receiving future federal aid, scholarships, transcripts and diplomas.