

**Approved By:** President

**Date Approved:** November 18, 2016

**Effective Date:** November 18, 2016

1. **Summary:** This policy establishes requirements and schedules for refunds of tuition to students.
2. **Rationale:** This policy is necessary to ensure consistent and timely refunds of tuition and to ensure that students are aware of the College's requirements for tuition refunds.
3. **Entities Affected:** students
4. **Definitions:** not applicable
5. **Policy:** The tuition refund policy applies to students either withdrawing from school or selectively dropping courses after completing the official add/drop process through the Registrar's Office. When there is any course schedule change (courses added, dropped, or withdrawn), tuition and financial aid will be recomputed to reflect the new course load. Fees are non-refundable.

A return to Title IV calculation will be made if a student withdraws from all courses before the semester is completed.

A class meeting is defined as any official meeting time or day as noted on the semester calendar. Late registration, changes made by a professor to the official meeting dates listed on the semester calendar, and/or absences from class have no bearing on tuition refunds. Students suspended for academic or disciplinary reasons will not be entitled to a refund of tuition or fees. In the case where a course is cancelled by the College, a credit equal to 100% of tuition and fees will be given.

It is the student's responsibility to monitor the process of the required documentation through each step to completion in the Registrar's Office. The refund will be calculated according to the date and time the required documentation is received in the Registrar's Office.

Refunds of credit balances on a student's account will be paid after the student has officially dropped or withdrawn through the Registrar's Office. A credit balance resulting from the receipt of Criswell awards will not be paid to the student. All refunds are mailed to the billing address of record.

### Tuition Refund Schedule

#### *15 –17 Week Courses*

Prior to the first day of the semester	100%
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During the first week of the semester 85%  
 During the second week of the semester 50%  
 After the second week of the semester, there is no refund.

*7–10 Week Courses*

Prior to the first day of term 100%  
 Through the third day of term 85%  
 Through the fifth day of term 50%  
 After the fifth day of term, there is no refund.

*4–5 Week Courses*

Prior to the first day of term 100%  
 Through the second day of term 85%  
 Through the third day of term 50%  
 After the third day of term, there is no refund.

There is no refund for one-day through three-week term courses once the term begins.

**6. Procedure:**

- a. Implementation:** The Registrar is responsible for maintaining procedures by which this policy is implemented.
- b. Responsibility for Compliance:** Chief Financial Officer
- c. Notification:** This policy will be posted on the College’s website and a summary of the policy will be published in the College’s *Catalog*.
- d. Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 2.0	Policy number: 2.007
Related policies: Registration, Return to Title IV	

Policy History

Version 1.0	Not Available
Version 2.0	November 18, 2016