



POLICY 3620

REFUND OF TUITION AND FEES

POLICY

It shall be the policy of Shoreline Community College that students shall receive refunds of tuition and fees in a fair and equitable manner in accordance with policy expressed in state law. Further, all applicable federal laws and regulations will be observed and implemented when doing so is necessary to maintain eligibility for Federal funding of programs, as allowed by State law.

The Board delegates to the President of the College or his/her designee(s) the authority and responsibility to develop, maintain, and implement procedural guidelines to effectuate this policy.

Approved by:

College Cabinet06/13/95
Board of Trustees on emergency basis. . . .06/16/95
Permanent effective date12/08/95

REFUND OF TUITION AND FEES

PROCEDURAL GUIDELINES

Students who officially withdraw from a Shoreline Community College class(es), shall be provided a refund of tuition and fees as follows:

I. Refund Procedures

A. Credit Classes:

1. Full-quarter classes:

- a. Withdrawal up to the 5th instructional day - 100% refund.
- b. Withdrawal during the 6th through the 15th instructional day - 50% refund.
- c. Withdrawal on or after the 16th instructional day—no refund.

2. Less-than-full-quarter and summer quarter class refunds:

- a. Withdrawal prior to the 1st instructional day - 100% refund.
- b. Withdrawal up to 30% of the instructional period - 50% refund.
- c. Withdrawal on or after 30% of the instructional period - no refund.

B. Non-Credit Classes

- 1. Withdrawal prior to the 1st instructional day - 100% refund.
- 2. Withdrawal on or after the 2nd instructional day - no refund.

C. Fees

Laboratory fees, special class fees, parking fees, etc., shall be prorated based on the refund schedule that applies to the class, unless specified otherwise in the Class Schedule or Catalog, or some other official pronouncement of the institution.

D. Cancelled Classes

100% refunds are given for cancelled classes.

II. Federal Title IV Financial Aid Recipients

Students who are recipients of Federal Title IV financial aid shall receive refunds of tuition and fees pursuant to federal regulations that exist at the time the student withdraws and calculated with a suitable methodology under federal regulations.

- A. Students who are first-time students shall receive refunds in accordance with the pro rata refund policy defined by the U.S. Department of Education and relevant federal regulations.
- B. Refunds to students who are receiving Federal Title IV financial aid but are not first time recipients of such aid at the College will be calculated in accordance with any other required, applicable federal regulations at the time the student withdraws.

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III. Exceptions

- A. Refunds for Federal Title IV financial aid recipients will be calculated in accordance with procedural guidelines in Section II above.
- B. The Registrar is assigned authority for adjudicating exceptions to the general policy, based on factors such as administrative error, medical withdrawals, military service, and so forth.
- C. Refunds are not given to students who are dismissed for disciplinary reasons or who do not follow the official withdrawal procedures.

IV. Disbursement of Refunds

- A. Refunds are disbursed within 6 weeks of withdrawal, class cancellation or approval of exceptions. Refunds are mailed to students who paid by cash, check or through the payment plan, or returned to the credit cards used to pay tuition.
- B. For students receiving Federal Title IV financial aid, refunds may be returned to the grant or loan programs as required by federal and state regulations.

V. Publication and Review of Procedures

- A. Tuition and fees and refund procedures shall be published and made available to current and prospective students and the public.
- B. Refund procedures shall be reviewed and modified, if necessary, every four years.

	Approved by:
College Cabinet	06/13/95
Board of Trustees on emergency basis	06/16/95
Permanent effective date	12/08/95
Senior Executive Team	06/03/10