



## PROCEDURE

Policy Name:	Refund of Tuition and Fees
Policy Number:	3620
Applicable Code/Law:	RCW 28B.15

### 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 5<sup>th</sup> instructional day - 100% refund.
      - b. Withdrawal during the 6<sup>th</sup> through the 15<sup>th</sup> instructional day - 50% refund.
      - c. Withdrawal on or after the 16<sup>th</sup> instructional day—no refund.
    2. Less-than-full-quarter and summer quarter class refunds:
      - a. Withdrawal prior to the 1<sup>st</sup> 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 1<sup>st</sup> instructional day - 100% refund.
    2. Withdrawal on or after the 2<sup>nd</sup> 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 V 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.

## 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.