

## Procedure 5.12.4 Refund of Tuition and Fees

System Procedures  
Chapter 5 - Administration

for [Board Policy 5.12](#)

~~Part 1. Authority. Board policies 1A.1 and 1A.3 delegate authority to the chancellor to develop procedures to implement policy 5.12.~~

### ~~Part 2–1. General Purpose~~

To outline the circumstance and parameters by which tuition and fees can be refunded.

~~Refunds of tuition and fees are authorized by the Board of Trustees as specified in board policy 5.12.~~

### ~~Part 2. Refunds~~

#### ~~Subpart A. Refunds for Dropped Classes.~~

Students may attend one class session for each registered for-credit course without obligation. Students are financially obligated for any classes dropped after the fifth day of the term, or one business day after the first class session, whichever is later. For the purposes of this procedure, business days are defined as Monday through Friday (excluding [posted college or university](#) holidays).

For courses less than three weeks in length, the colleges and universities shall establish the no-obligation drop and refund period as not more than one business day after the first class session for each for-credit course.

#### ~~Subpart B. Refunds for Withdrawals.~~

Upon expiration of the no-obligation period defined in Subpart A, colleges and universities shall refund tuition and fees for students who totally withdraw from for-credit courses in accordance with the following schedule:

##### 1. Fall and Spring Academic Terms

- a. 1<sup>st</sup> through 5<sup>th</sup> business day of term – 100 percent refund
- b. 6<sup>th</sup> through 10<sup>th</sup> business day of term – 75 percent refund
- c. 11<sup>th</sup> through 15<sup>th</sup> business day of term – 50 percent refund
- d. 16<sup>th</sup> through 20<sup>th</sup> business day of term – 25 percent refund
- e. After 20<sup>th</sup> business day of term – 0 percent

**Commented [HA1]:** The style guide states that an authority section is only necessary if the authority is not stipulated in Board Policy 1A.1.

2. Summer sessions and other terms at least 3 weeks but less than 10 weeks in length
  - a. 1<sup>st</sup> through 5<sup>th</sup> business day of term – 100 percent refund
  - b. 6<sup>th</sup> through 10<sup>th</sup> business day of term – 50 percent refund
  - c. After the 10<sup>th</sup> business day of term – 0 percent
3. Class term less than three weeks in length
  - a. 1<sup>st</sup> business day of term – 100 percent refund
  - b. 2<sup>nd</sup> and 3<sup>rd</sup> business day of term – 50 percent
  - c. After the 3<sup>rd</sup> business day of term – 0 percent

Commented [HA2]: This information was moved from Policy 5.12 formerly subparts C and D

### Part 3. Subpart C. Refund Method

Where tuition and fees were paid through use of a credit card or debit card, ~~or check card~~ and a refund has been approved in accordance with the requirements outlined in Subpart B of this procedure ~~of Policy 5.12~~, such refund shall be processed using the original credit card or ~~debit card, or check card~~ account, and the same processor and merchant agreement as used for the original transaction.

Refunds of tuition and fee payments made by check or cash shall be made by ~~check~~, direct deposit, check or external payment provider.

#### Related Documents:

- [Policy 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and ~~Waivers~~ Waivers](#)
- [Procedure 5.12.1 Military Service and Disabled Veterans](#)
- [Procedure 5.12.2 ~~Tuition Waiver for Persons Under the Guardianship of the Commissioner of Human Services – Tuition Waivers and Deferrals~~](#)
- [Procedure 5.12.3 ~~Tuition and Fee Payment Due Date – Payment Related Dates and Registration Cancellation~~](#)
- [Procedure 5.12.5, Payment Plans](#)

Field Code Changed

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#### Procedure History:

*Date of Adoption: 12/20/05,*

*Date of Implementation: 01/01/06,*

*Date and Subject of Amendments: 8/26/13 - Amended Part 3 from “refund must be processed” to “shall be processed” to be consistent with other policies/procedures/guidelines. Also amended the last sentence to include additional payment methods that align with current ISRS system programming.*