



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
BU-1.1.13	Registration/Student Fees	07/01/2007	

I. Registration/Student Fees

Student fees are due prior to the first day of class and cannot be deferred. Students who drop a class during the drop/add period will receive a full refund for the dropped hours. After the drop/add period, partial refunds will be made only for complete withdrawal from all classes in accordance with the published refund policy below.

**REFUND POLICY FOR WITHDRAWAL FROM ALL COURSES –
REGULAR TERM**

Students who register and withdraw before the end of the scheduled registration day are entitled to a 100% refund of tuition and fees. Students who officially withdraw from the college within the time specified after the scheduled registration may receive a matriculation/tuition fee refunds according to the following policy:

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester include weekends but exclude scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refund up to the point in time that the percentage of the term completed equals 60%.

Students who withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

Example of Refund Calculation:

Number of class days in Regular Session:	102 days
Number of class days in A Session:	52 days
Number of class days in B Session:	49 days

Student withdraws on September 10, 2005. The Student completed 22 days of the Regular Session.



1. Divide days completed by total days in term to obtain “percentage of term completed”: $27 \text{ days} / 102 \text{ days} = 26\%$
2. Multiply fees paid by “percentage of term completed”: $\$796 \times 26\% = \206.96 (amount institution retains)
3. Subtract amount institution retains from total fees: $\$796 - \$206.96 = \$589.04$ (student refund)