

College Procedure:	503.6 – Refund of Tuition
Policy Reference:	503 – Tuition, Fees and Financial Aid
Responsible Department:	Student Services
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Student Services
Effective Date:	3/14/2017

Version Number: 2
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: College-wide

Reason for Procedure

To provide clear guidelines to students regarding the procedures for granting tuition refunds.

The Procedure

Tuition refunds are computed as of the date the class is dropped via EagleNet or is withdrawn at the One Stop Office or at a Kirkwood center.

- For classes that are 82 days or longer, a student may drop up to the end of the first week and receive a 100 percent refund.
- For classes that are 82 days or longer, a student may drop up to the end of the second week and receive a 50 percent refund.
- For a class that is 1 to 8 days long, a student receives no refund beginning the first day of class.
- For a class that is 9 to 33 days long, a student may drop up to the end of the first day of the class and receive a 50 percent refund.
- For a class that is 34 to 81 days long, a student may drop up to the end of the second calendar day of the class and receive a 100 percent refund.
- For a class that is 34 to 81 days long, a student may drop up to the end of the fourth calendar day and receive a 50 per cent refund.
- For a study abroad course, a student may only drop by submitting a formal withdraw request to the International Programs office. Refunds for tuition and program fees are determined by the payment terms and vary by program.

According to the Higher Education Act (HEA) of 1965 as amended, schools are required to follow the Return of Title IV procedure. Students earn their Title IV federal financial aid by attending class. If they withdraw from all classes and therefore are not enrolled long enough to earn all of their aid, the 'unearned' portion must be returned to the appropriate Title IV program. The Title IV programs include Pell Grant, Supplemental Educational Opportunity Grant (SEOG) and Stafford Loans. Federal Work-Study earnings are not affected by Title IV regulations concerning the return of unearned federal financial aid.

The One Stop office will make this calculation and this may result in a balance due for the student. Any student who is considering dropping all classes should speak with a financial aid representative to determine how this will affect the financial aid award.

References

Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	3/14/2017	Jon Buse, Vice President, Student Services	
2		Cabinet	Procedure template 10/2/2019