

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES EXTENSION EDUCATION REGISTRATION REFUND POLICY	Policy 7.01.04
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The College shall issue refunds in Extension Education classes only in the following circumstances:

1. A student who officially withdraws from an extension class(es) prior to the first class meeting shall be eligible for a 100% refund. Also, a student is eligible for a 100 % refund if an applicable class is cancelled by the College due to insufficient enrollment.
2. After the respective class begins, a 75% refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10% point of the scheduled hours of the class. Note: This Rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.
3. A 100% refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75% refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.
4. For a class(es) which the College collects receipts which are not required to be deposited into the State Treasury account, the College's local refund policy is the same as if the collected receipts were deposited into the State Treasury account.
5. If a student, having paid the required registration fee for a term, dies during the term (prior to or on the last day of examinations of the college the student was attending), all registration fees for that term may be refunded to the estate of the deceased.
6. Self-supporting classes are not eligible for refunds.
7. Military Refund:

The College shall grant a full refund of registration fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and buy back textbooks through the College's bookstore operations to the extent possible (i.e., to the extent that the textbook has not been lost or stolen and is in reasonably good condition).

The College shall use distance learning technologies and other educational methodologies to help these students, under the guidance or faculty and administrative staff, complete their course requirements.

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8. Tuition refunds will not be granted to students who have been administratively withdrawn from the College unless approved by the Vice President for Instruction and Student Services. If approval is given, the refund shall be made in accordance with this Policy.

Legal Citation: 1E SBCCC 900.99

Adopted: July 2011

Revised: April 22, 2014