

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES <b>TUITION AND FEES REFUND POLICY</b>	Policy <b>7.01.03</b>
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The College shall issue tuition and fee reimbursements only in the following circumstances:

1. A 100% refund shall be given for tuition and fees if a class in which the student is officially registered is cancelled by the College.
2. A 100% tuition refund shall be given if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the College calendar.
3. A 75% refund shall be given if the student officially withdraws from the class(es) prior to or on the official 10% point of the semester.
4. For classes beginning at times other than the first week (seven calendar days) of the semester a 100% refund shall be given if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be given if the student officially withdraws from the class prior to or on the 10% point of the class.
5. A 100% refund shall be given if the student officially withdraws from a contact hour class prior to the first day 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.
6. 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.
7. Where a student, having paid the required tuition and fees for a semester or term, dies during the semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester or term will be refunded to the estate of the deceased.
8. **Military Tuition Refund:**

The College shall grant a full refund of tuition and 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 shall 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 of faculty and administrative staff, complete their course requirements.

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 Tuition refunds will not be granted to students who have been administratively withdrawn from the College unless approved by the Executive Vice President for Instruction and Student Services.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

Legal Reference: 1E SBCCC 900.01

Adopted: January 2006

Revised: April 22, 2014, July 22, 2014, April 24, 2018