

# Tuition and Fees Refund Policy

The tuition refund policy used by Calhoun Community College is mandated by the Board of Trustees of The Alabama Community College System. We are obligated to abide by the policy. The following are the basic guidelines:

Students wishing to withdraw from some of their classes must do so through MyCalhoun. Amounts that may be due students by the College as a result of dropping classes will be refunded as applicable after the 2nd week of the term as long as the student account balance is zero.

## **Withdrawal Prior to Classes**

A student who withdraws from classes prior to the first day of class will be refunded the total tuition and other institutional charges. The first class day is not the first day of the student's class, it is the first day of the semester.

## **Partial Withdrawals during Drop/Add Period**

Students who do not completely withdraw from the institution but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped.

## **Partial Withdrawals After Drop/Add Period**

There is no refund due to a student who partially withdraws after the official drop/add period.

## **Complete Withdrawal**

A complete withdrawal is defined as a student who has completely withdrawn from all classes at the institution.

A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date.

## **Administrative Fee**

An administrative fee not to exceed 5% of tuition and other institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

## **Pass Through Fees**

Pass through fees such as e-book fees, music fees, and allied health and nursing fees will not be refunded after the official drop/add period.

## **Before Classes Begin: 100% Refund**

### **During Drop/Add**

Drops a class or classes but less than total: 100%

Drops **ALL** classes during drop/add: 75% of net

### **After Drop/Add (Withdrawal Refund Period):**

Drops a class or classes but less than total: No refund

Total withdrawal during first week of classes: 75% of net

Total withdrawal during second week of classes: 50% of net

Total withdrawal during third week of classes: 25% of net

Total withdrawal after third week of classes: No refund

NET AMOUNT IS TUITION AND FEES LESS 5% ADMINISTRATIVE FEE.

For calculating refunds during the fall and spring sixteen-week terms, a "week" is defined as seven calendar days. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms, mini-terms, split terms, and weekend terms will reflect a prorated week based on the number of days in the term.

Please refer to the Class Schedule of the applicable term on the Calhoun website for any updates to the refund schedule. The Tuition Refund Information and Schedule link provides specific refund dates.