

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Refunds		Approved by:
Insert:	06.10	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



POLICY / PURPOSE:

Coastal Alabama Community College complies with all federal regulations relative to refund of tuition and other institutional charges for Title IV recipients. Students who do not attend beyond 60% of the semester will be subject to Title IV repayment.

SCOPE:

This policy applies to all Coastal Alabama Community College students.

DEFINITIONS:

Refund: Amount of money owed to student. Eligibility for refunds is noted below.

DETAILS:

1. **Refunds for Complete Withdrawal:** A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges. 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 as follows:
 - Complete withdrawal during first week: **70%** of fees refunded
 - Complete withdrawal during second week: **45%** of fees refunded
 - Complete withdrawal during third week: **20%** of fees refunded
 - Complete withdrawal after close of third week: No fees refunded
 - a. **Books and Supplies:** A student who withdraws will need to see the current book vendor for book and supply refund policy as Coastal Alabama Community College outsources bookstore operations.

2. **Refunds for Withdrawing from Class:** Students who do not completely withdraw from the College 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. There is no refund due to a student who withdraws from a class after the official drop/add period. If the student owes the College additional tuition and fees as a result of adding classes, the student must pay the additional amount to the Fiscal Services Office before attending class. Amounts that may be due students by the College as a result of dropping classes will be refunded as applicable after the second week of the term as long as the student account balance is zero. No refunds of any type will be issued if the student has an account balance greater than zero.

In some cases, students may be given a refund if they drop a class that meets on an irregular basis, for example, if a student drops a class that meets only one day during the

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semester. For more information, contact the Fiscal Services Office at 251-580-2217. For calculating refunds, a week is defined as seven (7) calendar days. The first official day of classes is indicated on the College calendar as the day that classes begin. This day may not be the first day on which all classes begin. **All refunds are issued by check or direct deposit.**

Coastal Alabama Community College uses [Touchnet Bill + Payment](#) to process refunds due to students. Current Students can maintain **their account through their OneACCS student portal, where** a student can **view** their account and manage their refunds, view latest eBill Statement, student account details, etc. Once signed in, students have the option to sign up for their refund to be delivered via direct deposit. For further questions regarding refunds please call 251-580-2217.

Subject to Change

3. **Refunds for Cancellations:** Students who decide not to attend school after early registering for a semester must **officially cancel** their registration to avoid receiving “F’s” for that semester.

If students who paid fees or made financial arrangements before the opening of the semester officially cancel their registration prior to the beginning of the semester, all fees will be refunded.

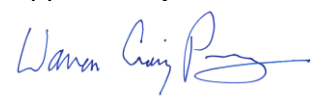
If students do not cancel their early registration prior to the beginning of the semester, they must officially withdraw from school. If they never attend any classes, all fees will be refunded.

4. **Refunds for Alabama National Guard and Reservists Called to Active Duty:** Students who are active members of the Alabama National Guard or reservists or who are active-duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the semester/term due to active-duty orders or assignment to another location.
5. **Refunds for Students Receiving Financial Aid:** Students receiving assistance from one or more student financial aid (SFA) programs (other than work-study) during a semester when they are due a refund under the Coastal Alabama refund policy must return part of the refund to the financial aid program(s) involved. **Please see the procedures below.**

PROCEDURE(S):

1. **Refund Repayment:** A withdrawal occurs when a student officially withdraws, drops or, takes an approved leave of absence, is expelled, or otherwise fails to complete the program on or after the first day. Withdrawal dates are:

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- a. **Official Withdrawal:** The date the student notifies of withdrawal or the date of withdrawal specified by the student;
 - b. **Drop Out:** The last recorded date of class attendance;
 - c. **Internet Course:** The date of the last assignment submitted by the student.
2. **Determination of Withdrawal Date:** The withdrawal date must be determined within 30 days after the end of the earlier of:
 - a. The period of enrollment for which the student has been charged;
 - b. The academic year; or,
 - c. The educational program.
 3. **Title IV Recipients:** Title IV recipients who withdraw from the College or stop attending class(es) before completing 60% of the semester will owe a refund to the College and Title IV programs based upon actual last day of documented class attendance.
 4. **Last Date of Attendance:** For Title IV purposes, a grade of "F" will be assigned to any student who does not satisfactorily complete the requirements of a course or who voluntarily discontinues class attendance and does not follow the official withdrawal procedure

ADDITIONAL PROVISIONS/INFORMATION:

For additional information, please visit <https://www.coastalalabama.edu/about/business-office/refund-policy-and-dates>.