

Refund Policy 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: 75% of fees refunded

Complete withdrawal during second week: 50% of fees refunded

Complete withdrawal during third week: 25% of fees refunded

Complete withdrawal after close of third week: No fees refunded

1. Administrative Fee- An administrative fee not to exceed 5% of tuition and other institutional charges or \$100.00 whichever is smaller, 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.
2. Books and Supplies- A student who withdraws and who has purchased returnable books and/or supplies from the College and returns the items in new/unused condition by the end of the third week of the semester/term will be refunded the full purchase price. Books and/or supplies returned in used condition by the end of the third week of the semester/term will be refunded 50% of the purchase price.