

Withdrawals and Refunds Policy

Withdrawal Procedures

Students must officially withdraw in person by visiting a College counselor and completing a withdrawal form to be entitled to a refund of tuition and fees.

Students who officially withdraw and have never attended any class(es) are refunded the total tuition and other refundable fees. Students who officially withdraw and have attended class(es) are refunded tuition and refundable fees calculated from the actual date of withdrawal. Refunds are calculated based on the following schedule:

Complete Withdrawal Refund Schedule for Full Session

Complete Withdrawal during the first week:

- 70% of tuition and other institutional charges less a 5% administrative fee;

Complete Withdrawal during the second week:

- 45% of tuition and other institutional charges less a 5% administrative fee;

Complete Withdrawal during the third week:

- 25% of tuition and other institutional charges less a 5% administrative fee;

Complete Withdrawal after the end of the third week:

- No Refund.

Complete Withdrawal Refund Schedule for Mini-Session

Complete Withdrawal for two class days:

- 70% of tuition and other institutional charges less a 5% administrative fee;

Complete Withdrawal for four class days:

- 45% of tuition and other institutional charges less a 5% administrative fee;

Complete Withdrawal for six class days:

- 25% of tuition and other institutional charges less a 5% administrative fee;

Complete Withdrawal after six class days:

- No Refund.

Refund check(s) are made payable to the student and are mailed to the student's home address as recorded in the registration file. Financial Aid students are subject to the Return of Unearned Aid, Responsibility of the Student Policy.

Refund for Partial Withdrawal

Students who do not completely withdraw from the College but drop a class during the regular drop/add period are refunded the difference in tuition and fees paid and tuition and fees applicable to the reduced number of hours, including fees appropriate to the classes dropped. No refund is due to students who partially withdraw after the official drop/add period. Students who have not attended class by the fifth class day of a term are removed from that class. Students who have not attended any classes by the fifth class day will have their registration voided and will not be registered for that term. It is the students' responsibility to attend class. If an emergency should occur, students are to contact the Director of Admissions office, prior to the fifth day of a term.

Active Duty Military Withdrawal

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 may receive a full tuition refund at the time of withdrawal. If a National Guard student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

Administrative Fee

An administrative fee is not to exceed five (5) percent of tuition and other institutional charges, or \$100, whichever is lesser, 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 or according to the guidelines for the session (full or mini).

Note:

All Refunds are in Compliance with Federal Regulations. The College is in compliance with Federal Regulations relative to a refund of tuition and other institutional charges for first time, first-term Title IV Recipients.

Ineligibility for Refund

Students who are withdrawn by the College for disciplinary reasons, non-payment of charges, or other similar reasons are not eligible for a refund.