STUDENT REFUNDS

I. Policy Section
10.0 Tuition, Fees, Scholarships, and Loans

II. Policy Subsection
10.5 Student Refunds

III. Policy Statement
Refunds will be made under very limited circumstances. The refund methods are based on the original source of tuition payments. The College allocates a refund in the following order (1) to reimburse Title IV funds; (2) to repay required refunds of other Federal, State, Third Party Vendors and Institutional student financial assistance; and (3) to the student.

IV. Reason for the Policy
A. To ensure consistency in administering refunds.
B. To inform students of the circumstances under which refunds may be granted.
C. To inform students of the process to seek refunds.

V. Entities Affected by this Policy
All Students
Third Party Vendors

VI. Who Should Read this Policy
All Students
All Prospective Students
All Employees
Third Party Vendors

VII. Related Documents
College Catalog
Student Medical Withdraw Policy
Tuition and Fees Refund Appeal Application
Withdraw and Return of Title IV Funds (R2T4) Policy
www.grcc.edu/financialaidscholarships/applicationsoffunds

VIII. Contacts
Policy Owner: Vice President for Finance and Administration
Director of the Cashier’s Office
IX. Definitions

N/A

X. Procedures

A. Process to initiate a refund

A student must initiate a refund by dropping a class via the online student center or by going to the Enrollment Center or other College Service Office to obtain assistance with the online process. The percentage of tuition refunded to the student who drops classes will be calculated for each class based on (1) the number of calendar days (including weekends) between the class start date and the end date (regardless of the number of days the class has met and/or the student has attended) and (2) the date the drop is initiated by the student. Exceptions shall be made when the College cancels a class.

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Refund Percentage</th>
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</thead>
<tbody>
<tr>
<td>Withdraw before 5% of calendar days</td>
<td>100% Refund</td>
</tr>
<tr>
<td>Withdraw before 10% of calendar days</td>
<td>50% Refund</td>
</tr>
<tr>
<td>Withdraw after 10% of calendar days</td>
<td>0% Refund</td>
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</tbody>
</table>

The following College Fees will be refunded based on the same percentage as the tuition refund schedule: Technology Fee, Facility Maintenance Fee, Campus Activity Fee and Course Fees.

B. Title IV Funds

For students with federal grants or loans, Return of Title IV Funds regulations determine the amount of aid earned at the point of withdrawal, based on the student’s last date of attendance. The federal pro rata formula is used to determine aid earned for students who withdraw from course(s) on or before the 60% point in the payment period or period of enrollment. The Return of IV Funds calculation determines only the amount of Title IV to be returned by the College and/or the student due to withdrawal.

C. Refund Initiation

All refunds must be initiated by the student by dropping a class(es) via the online student center or by going in person to the Enrollment Center to obtain assistance with the online process.

D. Refund Appeals

To be considered for refunds for unusual circumstances, a student must withdraw from class(es) or receive a DR grade per the Attendance Policy, then complete the Tuition and Fee Refund Appeal Application. Class(es) must be dropped by the 70% drop deadline in order to be considered for a tuition and fee refund. Refer to the Tuition and
Fees Refund Appeal Application for appeal guidelines, requirements and the appeal review process. Appeals will be accepted for review for 30 days after the end of each semester. Appeals submitted after this time period will not be accepted.

E. Transcript
Class(es) will remain on transcript with “W” grade.

XI. Forms
Tuition and Fee Refund Appeal Application

XII. Effective Date
Fall Semester, 2017

XIII. Policy History
Revision: July 11, 1995
Revision: July 12, 2013
Revision: August 9, 2017
Revision: May, 2020

XIV. Next Review/Revision Date
March, 2022