

## **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 payment. The College allocates a refund in the following order (1) to reimburse Title IV funds; (2) to eliminate outstanding federal loan amounts owed by the student; (3) to repay required refunds of other Federal, State, Third Party Vendors and institutional student financial assistance; and (4) to the student.

IV. Reason for the Policy

1. To ensure consistency in administering refunds.
2. To inform students of the circumstances under which refunds may be granted.
3. 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 Perspective Students  
Third Party Vendors

VII. Related Documents

College Catalog  
Student Medical Withdraw Policy  
Tuition and Fees Refund Appeal Application

VIII. Contacts

Policy Owner: Vice President of Finance and Administration  
Associate Director of The Cashier's Office

IX. Definitions: See Procedures

N/A

IX. Procedures

**A. Process to initiate a refund:**

A student must initiate a refund by dropping a class via the web or by going to the enrollment center to obtain assistance with the web process. The percentage of tuition refunded to students who drop classes will be calculated for each class based on (1) the number of calendar days (including weekends) between the class start date and 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.

Withdraw on or before start date of class .... 100% Refund  
Withdraw before 5% of calendar days ..... 75% Refund  
Withdraw before 10% of calendar days .....50% Refund  
Withdraw after 10% of calendar days.....0% Refund

The following College fees are non-refundable to students: Student Records Fee, Technology Fee, and Facility Maintenance Fee. The Special Course Fee is refunded based on the same percentage as the tuition refund schedule.

**B. Title IV Funds**

The Federal Pro-Rata Refund Schedule is used for GRCC students with Title IV funds applied to their account who drop to zero credit hours on or before the 60% period of enrollment for which the student has been charged.

**C. Refund Initiation**

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

**D. Refund Appeals**

To be considered for refunds for unusual circumstances, a student must complete the Tuition and Fee Refund Appeal Application. Refer to the Tuition and Fees Refund Appeal Application for appeal guidelines, requirements and appeal review process.

**E. Transcript**

Classes for which refunds are issued are removed from the student's transcript.

X. Forms

Tuition and Fee Refund Appeal Application

XI. Effective Date

Effective beginning with Fall semester 2013

XII. Policy History

Revision: July 12, 2013

Revision: July 11, 1995

XIII. Next Review/Revision Date

September, 2014