REFUND POLICY FOR NONCREDIT COURSES

I. PURPOSE

Provides policy and procedures for refunding tuition and fees for noncredit courses and programs offered through the Division of Continuing Education, and establishes the percent of tuition and fees to which students are entitled to receive as refunds based on the date the college receives notification of withdrawal.

II. BACKGROUND AND LEGAL REFERENCE

Refund policies for continuing education courses offered by public community and technical colleges are established by the local institution in alignment with Title III, Subtitle A, Chapter 54, Subchapter A, Section 54.006 of the Texas Education Code.

III. DEFINITIONS

A. Refund: those monies returned to a student in accordance with the policy outlined below.

B. Course withdrawal: a formal act by which a student terminates enrollment in a course.

C. Course fees: those monies charged to a student over and above tuition in courses that require special equipment, material, or supplies.

IV. POLICY

A. Students requesting refunds at least three full business days prior to the first class meeting shall receive a 100% refund of all tuition and fees unless an earlier refund date is published for an individual course, seminar, workshop, conference, or other noncredit offering or program.

B. No refund of tuition or fees shall be issued for requests received fewer than three full business days prior to the first class meeting unless a different refund date is published for an individual noncredit offering.

C. In rare circumstances and under extraordinary conditions, an exception to the three-day limit for refunds may be made by the Director of Continuing Education upon approval by the Dean of Vocational Instruction.

(POLICY APPROVAL: 7-19-95, Board of Trustees, amended 8-19-14)

V. PROCEDURES

A. All refund requests must be made in writing from the student addressed to the Continuing Education Department.

B. The Continuing Education administrator responsible for the course calculates the refund due if the request is approved, removes the student's name from the course roster in the computer data record, completes the refund form and forwards the form to the Director of Continuing Education.

C. The Director of Continuing Education approves and signs the form and forwards it to the Dean of Vocational Instruction if approval is required. Otherwise, it will be forwarded to the Business Office for final processing.

D. If required, the Dean of Vocational Instruction will approve and forward the form to the
Business Office for final processing. If a request for refund is not approved, the Director of Continuing Education so notifies the student in writing.

E. All refund checks are issued by the college business office. Normally, seven to ten business days is required for producing a check after the business office receives a request for refund.

F. Refund checks are mailed to the address indicated by the student on the course registration form unless the student requests otherwise.

G. All paid participants registered for a noncredit course receive a 100% refund of tuition and fees if the college cancels the course.

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