

3357:13-17-15 Student Accounts/Refund Policy

- (A) The College has a policy of scheduled refunds for students who withdraw from credit courses during a standard academic term.
- (B) Refund and withdrawal dates are listed on the class schedule on the web site under each individual course. 100% and 50% refund amounts are determined by the percentage of course completed based on the beginning and ending dates for each course.
- (C) Flexibly scheduled courses have individual refund and withdrawal dates.
- (D) When a student who has received federal financial aid (Title IV funds) withdraws from or stops attending all classes, the College is required to determine if any of the aid which the student received is required to be returned by the student. The College will, in compliance with federal law, calculate the amount of a required return and will bill the student for the amount owed.
- (E) If a student feels he/she has a special, unusual, or unexpected circumstance which justifies an exception to the refund policy, he/she may appeal to the Refund Committee by filling out form [17-151a](#) and following the process outlined in procedure [17-151](#).

Effective: October 27, 2011

Expires: March 1, 2023

Review Dates: 3/21/05, 01/09/07, 10/27/11, 3/14/18