

Refunds

Tuition Refunds

Students who **completely withdraw from all classes** before the first official day of classes or during the first three calendar weeks of classes will be refunded tuition and fees on the following basis:

- Withdrawal before the first official day of classes: 100% refund of tuition
- Withdrawal during the first week of classes: 75% refund of net tuition
- Withdrawal during the second week of classes: 50% refund of net tuition
- Withdrawal during the third week of classes: 25% refund of net tuition
- Withdrawal after the close of the third week of classes: No refund

This refund policy applies to the sixteen-week semester. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms and mini-semesters, will reflect a prorated week based on the number of days in the term.

A student who drops one class before the official first day of classes or during the add/drop period while remaining registered for one or more other classes in that semester/term will receive a full refund of tuition and fees for the dropped class. No refund is due if a student withdraws from one class after the add/drop period while remaining registered for one or more other classes.

The **first official day of classes** is indicated on the College calendar as the day that classes begin for that semester. This day may not be the first day on which all classes begin. The calendar also indicates the **last day to add/drop**. For calculating refunds, a **week** is defined as seven (7) calendar days.

Net tuition is tuition minus the administrative fee with the following exceptions:

- A student is due a refund for a **deleted** class(es).
- A student who is a **member of either the Alabama National Guard or the Reserves** and is called to active duty in a time of national crisis may be eligible for a refund.
- The President has the authority to make exceptions to the refund policy in the event of the **death of a student or of a family member or other catastrophic event** requiring the student to leave the institution.

For more information about refunds, students may contact a Gadsden State Business Office: East Broad Campus, One Stop Center, telephone 256.549.8216; Ayers Campus, Administration Building, telephone 256.835.5440; or Gadsden State Cherokee, telephone 256.927.1800.

Financial aid recipients who completely withdraw are subject to Return of Title IV Funds Calculation as described in the "Financial Aid" section of this catalog.

A student with refundable funds remaining in his/her student account after the final add/drop day of a semester or summer term will have a refund issued to him/her in the amount of this balance.

Return of Tuition Assistance: Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the new Department of Defense policy, the College will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, the College will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

Room and Board Refunds

Per Alabama Community College System policy, students who officially withdraw from the residence hall before the official first day of classes or during the first three weeks of the semester/term will receive any refund due on the same basis as listed previously for complete withdrawals.

When a student exits the residence hall, he/she must complete an exit form. A student must return his/her room key and leave the room in a satisfactory condition (free of damage). However, (1) if the room needs cleaning, a cleaning fee will be charged; (2) if the room needs painting, \$100.00 will be charged; and (3) if the key is not returned, \$75.00

will be charged. In addition, the student will be charged (4) \$12.00 per night for failing to vacate the room by the stated time (24 hours after the last day of finals); (5) \$12.00 per night for failing to remove personal belongings from the room by the stated time; and (6) \$75.00 if a College official must remove personal belongings from a student's room. Personal belongings left at the College after 30 days are abandoned and considered the property of the College.

Refund checks are mailed to the address on record in the Records Office. Tuition, fees, and fines owed by the student are deducted from that student's refund amount.

- Cash payments are refunded by check
- Credit card and debit card payments are refunded to the corresponding card used for payment
- Check payments are refunded by check after a three-week check-clearing period
- Financial aid student refunds are processed as per the Return of Title IV Funds Policy