6.4.6.1 Continuing Education Registration Fee Refund

Last Revised: February 2012

Policy: Piedmont Community College refunds registration fees to Continuing Education students under certain requirements.

Purpose/Definitions: Registration fees are refunded to students who are unable to fulfill their commitment to attend Continuing Education courses under certain requirements.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Continuing Education has monitoring authority for this policy.

Procedure:
Students may request a registration fee refund from the appropriate Continuing Education program area.

A. A refund will be made under the following circumstances:
   • A 100 percent refund will be made upon the request of the student if the student officially withdraws prior to the first class meeting.
   • A student is eligible for a 100 percent refund if the class in which the student is officially registered is canceled by the College.
   • A 75 percent refund will be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class.
   • If a student, having paid the required registration fee(s) for a course, dies prior to or on the last day of that course, all registration fees for that course may be refunded to the estate of the deceased.

B. Military Registration Refund: Upon request of the student, the College will:
   • Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active personnel who have received temporary or permanent reassignment as a result of military operations taking place outside the State of North Carolina that make it impossible for them to complete their course requirements.
   • Buy back textbooks through the College’s bookstore operations to the extent possible.
   • Where feasible, use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

Legal Citation: 23 NCAC 2D.0203 (d & e)

History: Effective February 2012