Tuition Refund Policy

I. A refund shall not be made except under the following circumstances:
   A. A 100 percent refund shall be made upon the request of the student if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to “make” due to insufficient enrollment.
   B. A 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class(es) prior to or on the official Census Date* of the semester.
   C. For the classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the Census Date* of the class.
   D. For contact hour classes, apply as Part IC of this Rule except use 10 calendar days from the first day of the class(es) as the determination date.

II. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.

III. Where a student, having paid the required tuition for the semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

IV. For a class(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt appropriate local refund policies.

*For Census Date, contact the Office of Student Development.

Pro Rata Refund Policy

For those Financial Aid students who are first-time students and who withdraw on or before the 60 percent point of the enrollment period for which they are charged, the college will calculate a statutory pro rata refund.

Note: The college will also calculate The Federal Refund Policy if the above refund policies do not apply.
Military Tuition Refunds

Curriculum:
Pursuant to 23 NCAC 02D .0202 (f), Upon request of the student, each college shall:
(1) 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; and,
(2) Buy back textbooks through the colleges' bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

Extension:
Pursuant to 23 NCAC 02D .0203 (e), Upon request of the student, each college shall:
(1) 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; and,
(2) Buy back textbooks through the colleges' bookstore operations to the extent possible. Colleges shall 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 REF.: NCAC 2D.0202 (F)
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