

Refund Policy

INSTITUTIONAL REFUND

Partial Withdrawal

Students who do not completely withdraw from the college but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

Complete Withdrawal

A student who withdraws completely prior to completing 60% of any given term must return a portion of the Title IV financial aid grants he/she received (excluding Federal Work-Study wages).

The amount to be returned is based on the concept of “earned” and unearned” federal financial aid. The percentage of enrollment time completed determines the percentage of earned aid. For example: if a student attends through the first 25 days of a 100-day term, the percentage of earned aid is 25%. The remaining 75% of the aid received is therefore unearned and must be returned to the federal financial aid programs.

In some circumstances a student will be required to repay a portion of the unearned aid received. Each student who owes a repayment will be notified in writing of the requirement to repay Title IV funds. The failure of a student to repay unearned Title IV funds may result in the termination of eligibility for federal financial aid.

All refunds (Institutional Refund and Return of Title IV Funds) will be rounded to the nearest penny.

Examples of all refunds are available in the Business Office.

A student who officially or unofficially withdraws completely on or after the first day of class, but prior to the end of the third week of classes will be refunded according to the official withdrawal date, as follows:

Withdrawal during the first week.....	75% of net tuition and other refundable institutional charges
Withdrawal during the second week.....	50% of net tuition and other refundable institutional charges
Withdrawal during the third week.....	25% of net tuition and other refundable institutional charges

An administrative fee not to exceed 5% of tuition and other refundable institutional charges of \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

Books/Tools/Supplies

A student who withdraws and who has purchased returnable books/tools/ supplies from the college and returns the items in new/unused condition by the end of the second week of the semester will be refunded the full purchase price. Books/tools/supplies returned in used condition by the end of the second week of the semester will be refunded 50% of purchase price. The required books/tools/supplies listing for each department will indicate which items are refundable. Students who purchased books/tools/supplies by cash, must present receipt to receive a refund.

Refund for Alabama National Guard and Reservists Called to Active Duty

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal if such student is unable to complete the term due to active duty orders or assignment to another location.

Returned Check Policy

Returned check charge is \$30.

If a check is deposited to the college's bank account and does not clear the student's account, it will be resubmitted to the student's banking institution before the college is contacted to pick the check up. Once the check is returned to the college, the student is informed in writing and has ten days in which to clear the outstanding obligation. If at the end of ten days the obligation has not been cleared, it will be turned over the Magistrate Court for collection. The student will be responsible for all court costs in addition to the returned check amount and returned check fee.