

**TRI-COUNTY TECHNICAL COLLEGE  
PROCEDURE**

**PROCEDURE NUMBER:** 7-2-1012.1

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**TITLE:** Tuition and Fee Refund for Credit Programs

**RELATED POLICIES  
AND PROCEDURES:** 7-2-1012, Tuition and Fee Refund for Credit Programs Policy

**ADMINISTRATIVE  
RESPONSIBILITY:** Vice President for Business Affairs

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July 1, 2004	March 2, 2011	March 2, 2011
<b>DATE APPROVED BY PRESIDENT</b>	<b>DATE LAST REVIEW</b>	<b>DATE LAST REVISION</b>

It is the responsibility of the student to initiate all action for a schedule change in order to receive a refund, except in the case of cancelled courses. Refund deadlines are listed in the academic calendar at [www.tctc.edu](http://www.tctc.edu).

**A. CANCELLED COURSES**

When a course cancellation reduces a student's course load to below full-time status, the student (or sponsor) will receive a 100 percent refund of the difference between the full course load (12 credit hours) and the new course load. If the student was enrolled for less than full-time status, the student (or sponsor) will receive a 100 percent refund for the actual hours cancelled. No action is required by the student to initiate the refund. Students receiving financial aid must contact the Financial Aid Office in order to have their financial aid award adjusted.

**B. DROPPED COURSES OR REDUCTION OF CREDIT HOURS**

1. The refund schedule is as follows:

- Before or during the drop/add period: 100%
- After the drop/add period: 0%
- The refund will be calculated based upon the difference between full-time status (12 credit hours) and the remaining attempted hours. Refunds for part-time students will be computed based upon the actual number of reduced hours.

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Terms of varying lengths will have refund periods that correspond to the drop/add periods. If the drop/add period is equivalent to less than one instructional day, no refund will be granted. The specific drop/add periods for each term are noted on the academic calendar available at [www.tctc.edu](http://www.tctc.edu).

2. To be eligible for a refund, students must initiate the drop action by dropping the course(s) via their eTC account. The request must be made during the refund period. The refund request will be processed within 30 days.
3. An administrative fee of \$25 will be charged when processing all refunds, except in the case of a cancelled course.
4. Students who never attend a class during the drop/add period will be administratively dropped.
5. Recipients of Title IV Federal Financial Aid (Pell Grant) who withdraw from all classes prior to completing 60 percent of the term will have tuition and fee charges refunded to the government in accordance with the statutory repayment policy. In certain instances, this repayment may result in a debt to the College and/or the government that the student must repay. Copies of this regulation and related examples are available in the Financial Aid Office.

#### C. APPEALS

Requests for exceptions to the published refund policy must be addressed in writing to the Vice President for Student Affairs. All appeals must be submitted no later than the 20<sup>th</sup> class day of the subsequent term.



## REQUEST FOR STUDENT ACCOUNT ADJUSTMENT

Return to: Dean of Student Development, Anderson Hall, Room 163, P.O. Box 587,  
Pendleton, SC 29670

***NO TE:** No consideration will be given for Campus Store charges and student refund.*

Student's Name:	Student T Number:
Address:	Semester/Term:
	Date of Request:
	Course(s): _____


Approved / Denied: \_\_\_\_\_

Administrator

Date: \_\_\_\_\_