

College Procedure: 503.6 – Refund of Tuition

Policy Reference: 503 – Tuition, Fees and Financial Aid
Responsible Department: Student Services
Approval Authority: Cabinet
Procedure Owner: Vice President, Student Services
Effective Date: 03/14/2017

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

To provide clear guidelines to students regarding the procedures for granting tuition refunds.

The Procedure

Filler Tuition refunds are computed as of the date the class is dropped via MyHub or is withdrawn at the Student Services office or at a Kirkwood center.

- For a class that is one to eight days long, a student receives no refund beginning the first day of class.
- For a class that is nine to 33 days long, a student may drop up to the end of the first day of the class and receive a full refund.
- For a class that is 34 to 81 days long, a student may drop up to the end of the fourth calendar day and receive a full refund.
- For classes that are 82 days or longer, a student may drop up to the end of the second week and receive a full refund.
- For a study abroad course, a student may only drop by submitting a formal withdraw request to the Global Learning office. Refunds for tuition and program fees are determined by the payment terms and vary by program.

According to the Higher Education Act (HEA) of 1965 as amended, schools are required to follow the Return of Title IV procedure. Students earn their Title IV federal financial aid by attending class. If they withdraw from all classes and therefore are not enrolled long enough to earn all of their aid, the 'unearned' portion must be returned to the appropriate Title IV program. The Title IV programs include Pell Grant, Supplemental Educational Opportunity Grant (SEOG) and Stafford Loans. Federal Work-Study earnings are not affected by Title IV regulations concerning the return of unearned federal financial aid. The Financial Aid office will make this calculation and this may result in a balance due for the student.

Any student who is considering dropping all classes should speak with a financial aid representative to determine how this will affect the financial aid award.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	03/14/2017	Jon Buse, Vice President, Student Services	New procedure
2	10/02/2019	Cabinet	Procedure template
3	08/19/2022	Cabinet	Updates