

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES

2000 BUSINESS AFFAIRS

2008 TUITION REFUND POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees that tuition and fee refunds will be made under established procedures. If a student receives assistance from college funds or other sources managed by the college, the refund shall be returned to the appropriate scholarship or grant fund.

PROCEDURE:

2008.1 Students will receive a refund of 100% of tuition and academic service fees if a class is dropped within a period of one-eighth of the total days of scheduled classes. The following schedule should be used in determining a refund for a specific class:

16 week class

(Regular semester class) First ten (10) scheduled class days*

8 week class -- First five (5) scheduled class days*

6 week class -- First three (3) scheduled class days*

(Spring and Summer) -- First four (4) scheduled class days*

4 week class -- First two (2) scheduled class days*

2 week class or less -- One (1) scheduled class day*

2008.2 Student Activity Fee will be refunded if all classes are dropped within the first two (2) weeks of a regular semester.

2008.3 Exceptions may be made when warranted by unusual circumstances. All exceptions will be documented in writing.

2008.4 If a class is canceled, a student will automatically receive a full refund.

*A scheduled class day is a regular College working day, Monday through Friday.

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Policy Origin Date: 11/12/1980

Policy Revision Date: 05/19/2004

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