

5-4 Tuition and Fees Refund (1E SBCCC 900.1)

I. Tuition and Fees Refund

1. A refund shall be made under the following circumstances:

A. On-Cycle Course Sections

- a. The college shall provide a 100 percent refund of tuition and fees to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic period as noted in the college calendar.
- b. The college shall provide a 100 percent refund of tuition and fees to the student if the college cancels the course section in which the student is registered.
- c. After an on-cycle course section begins, the college shall provide a 75 percent refund of tuition and fees to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on either of the following:
 - i. The 10 percent point of the academic period, or
 - ii. The 10 percent point of the course section

B. Off-Cycle Course Sections

- a. For classes beginning at times other than the first week (seven calendar days) of the semester, the college shall provide a 100 percent refund of tuition and fees to the student if the student officially withdraws or is officially withdrawn by the college prior to the first day of the off-cycle class.
 - b. The college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.
 - c. The college shall provide a 75 percent refund of tuition and fees to the student if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the 10 percent point of the course section.
2. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.

3. If a student, having paid the required tuition and fees for a course section, dies prior to completing that course section, all tuition and fees for that course section shall be refunded to the estate of the deceased upon the college becoming aware of the student's death. (1E SBCCC 900.3).

II. Military Tuition and Fees Refund (1E SBCCC 900.4)

Upon the request of the student and with the presentation of appropriate documentation such as official military orders, the college shall:

1. Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then 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 college's bookstore operations to the extent allowable under the college's buy back procedures.
3. The college shall use distance learning technologies and other educational methodologies, to the extent possible, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements.

III. Military Tuition Assistance (TA) Refund Policy

This refund policy is ONLY applicable to eligible U.S. service members who have paid for all or a portion of their course tuition using Military Tuition Assistance (TA). Military TA is awarded to a service member under the assumption that the service member will attend school for the entire period for which the assistance is awarded. If a service member withdraws on or before the 60 percent portion of the term, the service member will no longer be eligible for the full amount of Military TA funds originally awarded. To comply with the policy of the Department of Defense, College of The Albemarle will return any unearned Military TA funds on a proportional basis through at least the 60 percent portion of the term for which the Military TA was provided.

Any unearned Military TA funds will be returned directly to the military service, not to the service member. The calculation of the return may result in the service member owing a balance to the College. If the service

member withdraws due to military service obligation, the College will work with the service member to identify a solution that will not result in a student debt for the returned Military TA portion.

If a service member withdraws after the 60 percent portion of the term, all Military TA will be considered earned.

SCHEDULE FOR RETURNING UNEARNED MILITARY TA

16 week course withdrawal:

Before week 1: 100% return
During week 1-4: 75% return
During week 5-8: 50% return
During week 9-10: 40% return
During weeks 11 – 16: 0% return

7 & 8 week course withdrawal:

Before week 1: 100% return
During week 1-2: 75% return
During week 3-4: 50% return
During week 5: 40% return
During weeks 6-8: 0% return

5 week course withdrawal:

Before week 1: 100% return
During week 1: 75% return
During week 2: 50% return
During week 3: 40% return
During week 4-5: 0% return