

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT FEES

Effective February 1, 2006

Procedure No. 7-06 (O)

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- (1) The schedule of instructional and general fee refunds for all courses shall be rounded up to the nearest day (including holidays and weekends). Each course is evaluated by the length of that course:

Percent of term elapsed	Percent of refund
10% of term	100%
20% of term	50%
30% of term	25%
Beyond 30% of term	0%

Refunds pursuant to this section are calculated by the college and automatically refunded to the student.

- (2) Laboratory fees may be refundable on a prorated basis. The amount of refund may be determined by prorating the full laboratory fee based upon the same percent of refund schedule used to refund instructional and general fees.
- (3) If there are extenuating circumstances that warrant exception to the refund procedure, the student must complete a tuition refund request form available in the records and registration department.

Tuition refund requests must be received in the records and registration department by the following dates. Refund requests submitted after these dates will not be considered.

Courses taken in:

- (a) Summer Quarter – November 15th of the same year
- (b) Autumn Quarter – February 15th of the following year
- (c) Winter Quarter – May 15th of the same year
- (d) Spring Quarter – August 15th of the same year

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- (4) A tuition refund appeals committee reviews refund appeals submitted by students that are denied in the tuition refund request process. Decisions made by this committee are final.

Tuition refund appeals must be received in the records and registration department before the deadline date indicated in the tuition refund denial letter.

- (5) Re-registration and late fees.

Re-registration Fees. Students dropped for non-payment of fees shall be assessed a one time per quarter re-registration fee for re-registering for the same course during the quarter during which the student was dropped for non-payment for that course.

Refunds of re-registration fees may be requested in extenuating circumstances. Fee refund appeal forms are available in the records and registration or the business services departments. Requests must be received by one of these two departments no later than the expiration of the full term 25% tuition refund date.

Fee refunds are reviewed by a fee refund appeals committee. Decisions made by this committee are final.

Late registration fee. A student who adds a course after the 100% tuition refund period for that course may be assessed a late registration fee.

Refunds of late registration fees may be requested in extenuating circumstances. Fee refund appeal forms are available in the records and registration or the business services departments. Requests must be received by one of these two departments no later than the expiration of the full term 25% tuition refund date.

Fee refunds are reviewed by a fee refund appeals committee. Decisions made by this committee are final.