

TRI-COUNTY TECHNICAL COLLEGE
PROCEDURE

PROCEDURE NUMBER: 7-2-1013.1

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TITLE: Refunds and Transfers for Non-credit Courses

RELATED POLICIES AND PROCEDURES: 7-2-1013, Refunds of Tuition and Fees for Non-Credit Courses Policy

ADMINISTRATIVE RESPONSIBILITY: Vice President for Business Affairs

July 1, 2004

August 3, 2016

August 3, 2016

**DATE APPROVED BY
PRESIDENT**

DATE LAST REVIEW

DATE LAST REVISION

A. CANCELLED COURSES

The student will receive a 100 % refund if the course is cancelled. No action is required by the student.

B. DROPPED COURSES

To be eligible for a refund of any or all amounts paid for a course, the student must initiate the drop action by contacting the Corporate and Community Education division in person, by phone, or by email. The following provides the guidelines for determining the amount of refund that a dropping student may be entitled to:

REFUND PERCENTAGE

DROP REQUESTED

100% Refund

By 5pm 5 business days before class start

80% Refund

After 5pm 5 business days before class start but before 5pm 2 business days before class start

No Refund

After 5pm 2 business days before class start

NOTES:

- 1) Business days are Monday through Friday excluding holidays when the College will be closed for business.

- 2) Refund requests are evaluated by the appropriate CCE Program Manager. Any fee approved in an amount other than stated above must be documented.
- 3) If the specific training program is governed by an external regulatory agency, the external agency's refund policy will supersede this policy.
- 4) If a refund is approved, it will be processed within 30 days.
- 5) In lieu of dropping a course, a student may request a transfer to another section of the same course. Fees associated with transfers are listed in the section below on Transfer Fees.
- 6) Complete refund and transfer timeline is shown in Table 1.

C. COURSE TRANSFERS

Transfers are defined as moving a student registration from one section of a course to another section of the same course. To be eligible for a transfer, the student must initiate the transfer request by contacting the Corporate and Community Education division in person, by phone, or by email. See section below for fees related to transfer requests:

TRANSFER FEES

No Fee to Transfer

20% of Course Tuition

50% of Course Tuition

No Transfer (Must Re-register)

TRANSFER REQUESTED TO ANOTHER SECTION

By 5pm 5 business days before class start

After 5pm 5 business days before class start but before 5pm 2 business days before class start





After 5pm 2 business days before class start but before class start

After class start

NOTES:

- 1) Business days are Monday through Friday excluding holidays when the College will be closed for business.
- 2) Transfer requests are evaluated by the appropriate CCE Program Manager. Any fee approved in an amount other than stated above must be documented.
- 3) If the specific training program is governed by an external regulatory agency, the external agency's transfer policy will supersede this policy.
- 4) If a transfer fee calculation returns money to a student, it will be processed within 30 days.
- 5) Complete refund and transfer timeline is shown in Table 1.

Table 1: Refund and Transfer Timeline

			
Before 5 pm 5 Business Days Prior to Class Start	After 5 pm 5 Business Days Prior to Class Start	After 5 pm 2 Business Days Prior to Class Start	After Class Start
100% Refund	80% Refund	No Refund	No Refund
No Transfer Fee	Transfer Fee = 20% of Course Tuition	Transfer Fee = 50% of Course Tuition	No Transfer; Must Re-register and Pay Full Tuition

D. APPEALS

Appeals, or requests for exceptions to this published refund policy, must be addressed in writing to the Dean of the Corporate and Community Education division.