

Tuition Refunds

Curriculum Students

The **State Board of Community Colleges Code** specifies the circumstances in which tuition refunds can be made. A refund will be made under the following circumstances:

1. A 100 percent refund will be made if the college cancels a course section in which the student is registered.
2. A 100 percent refund will be made if the student officially withdraws or is officially withdrawn by the college prior to the first day of the academic term as noted in the college calendar.
3. A 75 percent refund will be made if the student officially withdraws or is officially withdrawn by the college from the course section prior to or at the official 10 percent point of the semester
4. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund will be made if the student officially withdraws or is officially withdrawn by the college from the course section prior to the first class meeting. A 75 percent refund will be made if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the 10 percent point of the course section.
5. A 100 percent refund will be made if the student officially withdraws or is officially withdrawn by the college from a contact hour course section prior to the first day of class of the academic semester or term or if the college cancels the course section. A 75 percent refund will be made if the student officially withdraws from a contact hour course section on or before the tenth calendar day of the class.
6. *Refund Due to Death of Student* - When a student, having paid the required tuition or registration fees for a course section, dies prior to completing that course section, all tuition and registration fees for that course section shall be refunded to the estate of the deceased upon the college being made aware of the student's death.
7. *Military Tuition Refund* – Upon request of the student, each college shall:
 1. Grant a full refund of tuition and registration 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 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. The college shall use distance learning technologies and other educational methodologies to help active duty

Applicable federal regulations regarding refunds will supersede state refund regulations stated in this rule.

Continuing Education Students

The **State Board of Community Colleges Code** specifies the conditions for registration fee refunds for occupational extension classes:

1. A full refund will be made if the college cancels a class.
2. A student who officially withdraws from a continuing education membership hour class prior to the first class meeting shall be eligible for a 100 percent refund.
3. After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. (Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.)

4. A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10% date of the class.
5. Refunds of registration fees for community service, self-supporting classes and activities will be granted only in the case of paid pre-registration, if requested in writing to the Dean of Student Learning and Innovation prior to the first session of the class or activity.
6. If a student who paid the required registration fee for a semester or term dies during that semester or term, all registration fees for that semester or term may be refunded to the estate of the deceased.
7. A full refund of registration fees will be granted to military reserve and National Guard personnel called to active duty or active personnel who have received temporary or permanent reassignments outside the state of North Carolina. In addition, the college will buy back textbooks through the college's bookstore to the extent possible.
8. Request for refunds must be made in writing to the appropriate dean.