Refund Policy

POLICY: Refund Policy			
POLICY NUMBER:	500.16.01	**CUSTODIAN:**	Director of Finance
APV'D DATE:	8/13/2019		
EFFECTIVE DATE:	8/13/2019	**REVIEW DATE:**	Aug 2019
REFERENCES: Student Services			

Part 1. Policy Background and Purpose.

Determination of refunded tuition and fees if a student chooses to voluntarily withdraw prior to the end of the semester or term.

Part 2. Definitions.

Tuition includes charges for the instruction of a class or workshop and is typically assessed on a per credit or per workshop basis.

Fees typically include Lab, Student Activity, Technology, Student Services, Campus Maintenance, Food Service, and other class or workshop-specific charges and assessed on a per class or workshop or per credit basis.

Last Day to Add / Drop is the tenth (10^{th}) business day of each semester. Please refer to the Student Handbook for additional details.

Part 3. Responsibility.

Student

Contact the Student Services office to provide notice and supporting documentation for voluntary withdrawal and to request a tuition and fees refund.

Student Services

Review and verify the student request and, upon approval, submit to the Business Office for processing.

Business Office

Process the student refund as a paper check within five (5) business days of notification from Student Services. Amounts refunded shall be less any Financial Aid return of funds. See policy 720.03: Financial Aid and Return of Title IV Funds for further details.

Part 4. Policy

Unless otherwise noted in the course guide, tuition and fees for courses lasting two weeks or less are fully refundable so long as written notice is provided to the course administrator within one (1) business day prior to the start of the course.

Lab Fees, Student Activity Fees, Technology Fees, Student Services Fees, and Campus Maintenance Fees for courses lasting longer than two weeks are not refundable.

Tuition and Food Services Fees for courses lasting two weeks or longer may be all or partially refunded so long as the withdrawal is due to one of the following circumstances:

- Withdrawal prior to the applicable Last Day to Add/Drop
- Medical emergency (physician's note required)
- Military transfer (transfer order documentation required)
- Administrative error (documentation required to support request)

No refunds shall be granted for early withdrawal that do not fit one of the circumstances noted above.

For approved circumstances, Tuition and Food Services Fees are refunded on a pro-rata basis consistent with the percentage of the semester completed so long as less than 60% of the semester has been completed. If the withdrawal is effective after 60% of the semester has been completed, no Tuition and Food Services Fees will be refunded.

Such refund percentage shall be calculated based on the total calendar days in a semester relative to the total calendar days attended by the student, with the last calculation day being the last day of actual class attendance, not the day of notification. For example, if the semester started on January 1 and lasted ten weeks (70 calendar days), and the student's last attended class was February 5 (35 calendar days from the start of the semester), the student's pro-rata reimbursement would be 50% (35 days attended divided by 70 total semester days). This percentage would be applied to the Tuition and Food Services Fees to determine the refunded amount.

White Earth Tribal & Community College shall be the sole authority to determine whether a voluntary class withdrawal is eligible for a refund, and to what amount.