

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
			3	22P	TUITION/FEE REFUNDS
			Revised 2018		Next Review 2021

PROCEDURE

To be eligible for a refund under the College policy outlined in Chapter 3, Section 22, students must officially withdraw in person during College business hours. Withdrawals are not considered official if executed by phone, email, or fax.

Exceptions to the refund policy may be appealed by contacting Enrollment Services and completing the necessary paperwork. The Director of Enrollment Services/Registrar will adjudicate written appeals.

Financial Aid recipients are subject to the Title IV Return of Funds policy stated in the catalog.

Course Cancellations

The College reserves the right to cancel classes, reschedule classes, or change instructors based upon low enrollment or other factors. The decision to cancel a class is normally made before the starting date of the class. The college makes every effort to notify registrants at the home telephone number and/or email address on their registration forms.

When a student officially withdraws or the class is canceled and the result is a refund, the refund will be made based upon terms of the original payment method or funding source.

APPROVAL:		
By:		Date: <u>5-14-18</u>
	Larry Clark	