

**CLOVER PARK TECHNICAL COLLEGE
POLICY**

CHAPTER	SECTION	TITLE	HISTORY		
3	22	Tuition/Fee Refunds	Adopted 2001	Campus Forum	Reviewed 2025
			Revised 2025	2018	Next review 2028

POLICY

For State supported classes, tuition and fees* will be refunded upon official withdrawal by the student according to the following schedule:

- 100% if the College cancels the class.
- 100% if by the close of the fifth instructional day of the quarter.
- 50% if by the close of the 20th instructional day of the quarter.
- 0% after the 20th instructional day of the quarter.

If the duration of a class is other than ten weeks, the refund is calculated based on the equivalent percentage of time.

For all other classes, the following schedule will apply:

- 100% if the College cancels the class.
- 100% if the student withdraws by the business day prior to the first day of class.
- 0% if the student registers but does not attend the class.

Refunds are not granted to students withdrawn for disciplinary reasons.

Students called for military active duty will be granted a refund of tuition and fees paid during the current quarter, subject to the rules and regulations of their respective funding sources. Presentation of official orders is required.

* Certain consumable and pass-thru fees are not refundable.

APPROVAL:		
By: <u>J. Loveday</u>	Date: <u>5/14/25</u>	
Dr. Joyce Loveday		
Board Chair Review: <u>J. Villalobos</u>	Date: <u>5/14/25</u>	