

# COLLEGE of CHARLESTON

## OFFICIAL POLICY

2.2.3.4

### **Institutional Tuition and Fees Refund Policy**

01/26/2016

#### **Policy Statement**

Student tuition and fee charges are subject to a pro-rated reduction when a withdrawal occurs during a defined refund/reduction period.

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#### **Policy Manager and Responsible Department or Office**

College of Charleston Treasurer, Treasurer's Office

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#### **Purpose/Reason for the Policy**

The purpose of this policy is to define the pro-rata refund periods and the appropriate percentages for the reduction of tuition and fees based on a student's withdrawal date.

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#### **Departments/Offices Affected by the Policy**

The Treasurer's Office, Office of Financial Assistance and Veterans Affairs, Cougar Card Services, Residence Life.

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## Procedures Related to the Policy

### **Institutional Tuition and Fees Refund Policy**

The College of Charleston authorizes reductions in tuition and fees assessed to student accounts for students who withdraw from the College or withdraw from classes. This refund policy applies to all courses subject to tuition charges, whether Undergraduate or Graduate level, and are applied uniformly regardless of the mode of delivery of the course(s) and regardless of the source of payment. . The reduction in the assessed tuition and fees may result in an actual refund of payment/s received or a reduction in the balance due at the time of withdrawal.

Students who receive financial aid and subsequently withdraw from the College or reduce their course load during a refund period (see below) will be subject to the pro-ration of the assessed tuition and fees and may also have a reduction in the financial aid applied to their account. This may result in an increased balance due rather than a refund or reduction in the balance.

Tuition and fees that are subject to this policy are:

- Tuition (instate rate)
- Out of State Differential
- Part Time Fees
- Technology Fees
- Library Fees (per credit based fees only).

Course fees, such as science and language labs, physical education fees, music, arts classes, etc. are non-refundable after the end of the drop/add period.

Pro-rated reductions of tuition and fees are as follows:

Period 1: Through the end of drop/add:	100%
Period 2: Through the end of the first week after drop/add:	90%
Period 3: Through the second and third weeks after drop/add:	50%
Period 4: Through the fourth through seventh week after drop/add:	25%
Period 5: Eighth week following drop/add through the end of the semester:	0%

\*Fall and Spring refund dates and schedule can be found at <http://treasurer.cofc.edu/tuition-and-fees/refund-policy.php>.

\*Summer refund dates and schedule can be found at <http://summer.cofc.edu/tuition-and-fees/tuition-refund-policy/index.php>

The Academic calendar for each semester can be found at <http://registrar.cofc.edu/calendars/index.php>.

Refunds are based on the date of official withdrawal. Students who have outstanding balances at the time of withdrawal, including those on payment plans, must settle their accounts with the Treasurer's Office.

Refunds to students will not be authorized beyond the periods stated above. Students who have withdrawn from all their classes due to circumstances beyond their control and seek a greater pro-rated refund than that provided in this policy must complete the Appeal for Refund (<http://treasurer.cofc.edu/appeal-for-refund/index.php>) prior to the end of the affected semester. The form and supporting documentation must be submitted timely in order to have the appeal considered.

\*NOTE: This refund policy is subject to change.

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### Related Policies, Documents or Forms

This refund policy is in compliance with the federal Higher Education Act's Institutional Reporting and Disclosure Requirements for Federal Student Assistance Programs (<http://www.nacua.org/documents/DOEComplianceCalendar.pdf>) and the Federal Student Aid handbook for 2014-2015 (<https://ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook&awardyear=2014-2015>). Additional information can be found at <http://finaid.cofc.edu/pdf-forms/1516TC.pdf>.

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### Review Schedule

<b>Issue Date: November 30, 2015</b> <b>Date of Policy Revision: 1/26/16</b>	<b>Next Review: October 1, 2020</b>
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**POLICY APPROVAL**

**(For use by the Office of the Board of Trustees or the Office of the President)**

**Policy Number: 2.2.3.4**

**President or**

**Chairman, Board of Trustees**

*Alan E. McLaughlin*

**Date:**

*Jan 26, 2016*