

Refund Policy

To request a refund, a **Change/Withdrawal-Refund Form** must be submitted to the Office of Student Services. Refunds are issued by the Business Office on designated dates each term.

Partial Withdrawal During the Schedule Change Period

A student who officially drops a course during the Schedule Change Period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, plus all refundable fees. After the Schedule Change Period, **no refunds are issued for partial withdrawal.**

Withdrawal from the College - Full Term*

A student who officially withdraws before the first day of class from **ALL** courses will be refunded the total tuition, plus refundable fees. A student who officially withdraws from the College (all courses) during the first seven calendar days of class (inclusive of Saturday and Sunday) will receive 75 percent of refundable tuition, plus refundable fees.* Students who officially withdraw from the College after the first seven calendar days after the beginning of the term and on or before the fourteenth calendar day after the beginning of the term will receive 50 percent of refundable tuition, plus all refundable fees. Students who officially withdraw from the College after the fourteenth calendar day after the beginning of the term and on or before the twenty-first calendar day after the beginning of the term will receive 25 percent of refundable tuition, plus all refundable fees.*

*A portion of the tuition is earmarked by the Community College System Board of Trustees for retirement of debt and cannot be refunded. This non-refundable tuition is \$37 for students taking 9 or more hours, \$30 for students taking 6-8 hours, and \$22 for students taking fewer than 6 hours.

NOTE: Refunds for Truck Driver Training tuition and housing payments are calculated at the same rate as noted above.

NOTE: Refund policy for financial assistance recipients is outlined in the Financial Assistance section of this catalog.

Withdrawal from the College Mini Term*

The refund policy for mini terms is a compressed version of the regular refund policy.

NOTE: A student who adds classes will be charged additional tuition and fees at the applicable rate.

*A portion of the tuition is earmarked by the Alabama Community College System for retirement of debt and cannot be refunded. This non-refundable tuition is \$37 for students taking 9 or more hours, \$30 for students taking 6-8 hours, and \$22 for students taking fewer than 6 hours.