

Refund Policy

Refunds are issued by the Central Business Office on designated dates each term.

All refunds that process via eRefund will be sent directly to the checking or savings account of the students' choosing. All eRefund recipients will receive e-mail notification of the processing deposit. Deposits are made available within 3 – 5 business days, depending on your financial institution's guidelines, Beville State Community College does not place holds of any kind on student refunds.

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

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.*

For calculating refunds during the fall and spring sixteen-week terms, a “week” is defined as seven calendar days. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms, mini-terms, split terms, and weekend terms, will reflect a prorated week based on the number of days in the term.

*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.

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

NOTE: Paper checks will need to be picked up in the Jasper campus business office only. Stop payment fees will be assessed for any check not received by recipient. Please see Stopped Check Policy for more information.

Administrative Fee

An administrative fee not to exceed 5% of tuition and other institutional charges shall be assessed for each withdrawal.