

DAVIDSON-DAVIE COMMUNITY COLLEGE

Business Services

TUITION/FEE REFUNDS

POLICY 6.1.4

CURRICULUM TUITION/FEE REFUNDS

The College shall issue tuition refunds, using State funds, and fees only in the following circumstances:

- 1.** The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the student officially withdraws or is officially withdrawn by the College prior to the first day of the academic period as noted on the College calendar.
- 2.** The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the College cancels the course section in which the student is registered.
- 3.** After an on-cycle course section begins, the College shall provide a seventy-five (75%) percent refund to the student for tuition only if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on the ten percent (10%) point of the academic period.
- 4.** No refund of tuition and fees may be given after the 10% point of the academic period as noted in the college calendar. No refund shall be made to any amount less than \$5.00. The policy also applies to administrative and medical withdrawals and when the student is suspended or expelled for academic or disciplinary reasons.

CONTINUING EDUCATION TUITION/FEE REFUNDS

The College shall issue tuition refunds using State funds only in the following circumstances:

- A.** The College shall provide a one hundred percent (100%) refund to the student for tuition and fees if the student officially withdraws or is officially withdrawn by the College from the course section prior to the first course section meeting.

- B.** The College shall provide a one hundred percent (100%) refund to the student for tuition and fees if the College cancels the course section in which the student is registered.
- C.** After a course section begins, the College shall provide a seventy-five percent (75%) refund of tuition only upon the request of the student if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on the ten percent (10%) point of the scheduled hours of the course section. This section applies to all course sections except those course sections that begin and end on the same calendar day. The College shall not provide a student a refund using State funds after the start of a course section that begins and ends on the same calendar day.

OTHER REFUND CIRCUMSTANCES

A. Death of a Student

If a student, having paid the required tuition and fees for a course section, dies prior to completing that course section, all tuition and fees for that course section shall be refunded to the estate of the deceased upon the College becoming aware of the student's death.

B. Military Refund

Upon request of the student, the College shall:

- 1.** Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements; and
- 2.** Buy back textbooks through the Colleges' bookstore operations to the extent allowable under the College's buy back procedures.
- 3.** The College shall use distance learning technologies and other educational methodologies, to the extent possible as determined by the College, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements.

Adopted: April, 2020

Legal Reference: N.C.G.S. §§ 115D-5; -39; 1E SBCCC 900.1 – 900.5