



RULE-MAKING ORDER
(RCW 34.05.360)

CR-103 (7/10/97)

Agency: Bellevue Community College/Com. College Dist. VIII

- Permanent Rule
 Emergency Rule
 Expedited Adoption
 Expedited Repeal

(1) Date of adoption: January 26, 2000

(2) Purpose:

To identify authorization for the granting of refunds to students and describe the procedure by which a student may request a refund.

(3) Citation of existing rules affected by this order:

- Repealed:**
Amended: WAC 132H-160-182
Suspended:

(4) Statutory authority for adoption:

Other authority: RCW.28B.15.605

PERMANENT RULE ONLY (Including EXPEDITED ADOPTION)

Adopted under notice filed as WSR 99-23-030 on Nov. 10, 1999 (date).

Describe any changes other than editing from proposed to adopted version:
None

EMERGENCY RULE ONLY

Under RCW 34.05.350 the agency for good cause finds:

- (a) That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest.
 (b) That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

Reasons for this finding:

EXPEDITED REPEAL ONLY

Under Preproposal Statement of Inquiry filed as WSR _____ on _____ (date).

(5.3) Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?

- Yes No If Yes, explain:

(6) Effective date of rule:

Permanent Rules

Emergency Rules

or Expedited Rule Making

31 days after filing

Immediately

Other (specify) _____*

Later (specify) _____

*(If less than 31 days after filing, specific finding in 5.3 under RCW 34.05.380(3) is required)

NAME (TYPE OR PRINT)

Elise J. Erickson

SIGNATURE

Elise J. Erickson

TITLE

Rules Coordinator

DATE

5/17/00

CODE REVISER USE ONLY

CODE REVISER'S OFFICE
STATE OF WASHINGTON
PST

MAY 18 2000

TIME 9:55 AM

WSR 0011-102 PM

(COMPLETE REVERSE SIDE)

**Note: If any category is left blank, it will be calculated as zero.
No descriptive text.**

**Count by whole WAC sections only, from the WAC number through the history note.
A section may be counted in more than one category.**

The number of sections adopted in order to comply with:

Federal statute:	New <u>0</u>	Amended <u>0</u>	Repealed <u>0</u>
Federal rules or standards:	New <u>0</u>	Amended <u>0</u>	Repealed <u>0</u>
Recently enacted state statutes:	New <u>0</u>	Amended <u>0</u>	Repealed <u>0</u>

The number of sections adopted at the request of a nongovernmental entity:

New 0 Amended 0 Repealed 0

The number of sections adopted on the agency's own initiative:

New 0 Amended 1 Repealed 0

The number of sections adopted in order to clarify, streamline, or reform agency procedures:

New 0 Amended 1 Repealed 0

The number of sections adopted using:

Negotiated rule making:	New <u>0</u>	Amended <u>0</u>	Repealed <u>0</u>
Pilot rule making:	New <u>0</u>	Amended <u>0</u>	Repealed <u>0</u>
Other alternative rule making:	New <u>0</u>	Amended <u>1</u>	Repealed <u>0</u>

AMENDATORY SECTION (Amending WSR 06-01-056, filed 12/15/95, effective 1/15/96)

WAC 132H-160-182 Student schedule changes--Refund policy and administrative fees.

The Community College District VIII board of trustees has authorized the Associate Dean of Enrollment Services (or his/her designee) registrar to collect an administrative fee when a student adds or drops course(s) or withdraws from the college. In addition, the Associate Dean of Enrollment Services (or his/her designee) registrar is also authorized to refund tuition and/or fees when a student withdraws from college or a course(s), in accordance with RCW 28B.15.605 and the refund policies approved by the Board of Trustees. The Associate Dean of Enrollment Services (or his/her designee) registrar has the authority to make judgments regarding refunds in extraordinary circumstances. A student who is requested to withdraw for disciplinary reasons will not be eligible for a refund. Refund provisions for students receiving Title IV Federal Aid are described in WAC 132H-160-185-, Refund for Title IV Federal Aid Recipients.

The specific refund procedure and rates are published in the college catalog and the quarterly schedule of classes.

~~—Tuition and related fees for fall, winter, and spring quarters are refunded upon withdrawal from college or a course(s) as follows:~~

~~—(1) Tuition and fees will be refunded at 100% prior to the third instructional day of the quarter for complete withdrawal from college, withdrawal from a course(s) (reduction of class load below 10 credits), and for classes the college has canceled.~~

~~—(2) Tuition and fees will be refunded at 80% beginning with instructional day three through instructional day five of the quarter for complete withdrawal from college or withdrawal from a course(s) (reduction of class load below 10 credits).~~

~~—(3) Tuition and fees will be refunded at 50% beginning with instructional day six of the quarter through calendar day twenty of the quarter for complete withdrawal from college, withdrawal from a course(s) (reduction of class load below 10 credits).~~

~~—(4) Tuition and fees will not be refunded after calendar day twenty of the quarter. Tuition and related fees for summer quarter are refunded upon withdrawal from college or a course(s) as follows:~~

~~—Tuition and related fees for summer quarter are refunded upon withdrawal from college or a course(s) as follows:~~

~~—(5) Tuition and fees will be refunded at 100% prior to the second instructional day of the quarter for withdrawal from college, withdrawal from a course(s) (reduction of class load below 10 credits), and for classes the college has canceled.~~

~~—(6) Tuition and fees will be refunded at 80% beginning with instructional day two of the quarter through instructional day three of the quarter for withdrawal from college, or withdrawal from a course(s) (reduction of class load below 10 credits).~~

- ~~—(7) Tuition and fees will be refunded at 50% beginning with instructional day four of summer quarter through calendar day eleven of the quarter for withdrawal from college, or withdrawal from a course(s) (reduction of class load below 10 credits).~~
- ~~—(8) Tuition and fees will not be refunded after calendar day eleven of the quarter.~~
- ~~—(9) If an insurance claim has been filed, no refund will be granted for insurance fees.~~
- ~~—(10) Self support programs may develop different refund policies based upon programmatic reasons, with institutional approval. Policies pertaining to these programs will be listed in the quarterly schedule~~