

WAC 132J-160-045 Tuition and special course/program-connected fees withdrawal or reduction in class load refund policy. Upon withdrawal from college or reduction in class load and the completion of tuition and special course/program-connected fees refund forms, the student may receive a refund under the following conditions:

(1) A full refund of general tuition fees, operating fees, and services and activities fees will be made if the student has properly withdrawn prior to the first class session or first day of instruction of the quarter.

(2) A full refund will be made when courses or programs are cancelled.

(3) One-half refund will be made on or after the first class session or first day of instruction of the quarter and on or prior to the thirtieth calendar day of the quarter or when forty percent of the course or program has elapsed, whichever is earlier in the quarter.

(4) No refund will be made after the thirtieth calendar day of the quarter or after forty percent of the course or program has elapsed.

(5) Exceptions may be made for medical reasons or when called in to the military.

(6) The college shall charge a refund processing fee to be set by the college president.

(7) Refunds of less than five dollars will not be made.

(8) Students who have paid fees for equipment or materials which have a return/refund value must have the instructor or staff person who is responsible for the return/refund complete the appropriate form approving the refund.

(9) Other fees which are nonrefundable and not subject to this policy will be set by the college president and identified as such in the quarterly course schedule, and/or course announcement.

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. WSR 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-045, filed 5/11/84. Formerly WAC 132J-160-040.]