

Chapter 132J-160 WAC

REFUND OF TUITION AND SPECIAL COURSE/PROGRAM CONNECTED FEES

WAC

132J-160-010	Purpose.
132J-160-020	Definitions.
132J-160-030	Scope of tuition and special course/program connected fees refund policies.
132J-160-045	Tuition and special course/program-connected fees withdrawal or reduction in class load refund policy.
132J-160-050	Appeal.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132J-160-040	Tuition and special course/program connected fees withdrawal or reduction in class load refund policy. [Order 77-2, § 132J-160-040, filed 7/22/77; Order 73-1, § 132J-160-040, filed 5/14/73.] Repealed by 84-11-021 (Order 84-1, Resolution No. 83/84-2), filed 5/11/84. Statutory Authority: RCW 28B.15.600 and 28B.50-140. Later promulgation, see WAC 132J-160-045.
--------------	---

WAC 132J-160-010 Purpose. The board of trustees of Community College District No. 10 proposes the adoption of policies for administering the refund of tuition and special course/program connected fees when a student withdraws from college or reduces class load.

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-010, filed 5/11/84; Order 77-2, § 132J-160-010, filed 7/22/77; Order 73-1, § 132J-160-010, filed 5/14/73.]

WAC 132J-160-020 Definitions. (1) "Withdraw" - When a student formally leaves college by completing the forms and procedures established by the college.

(2) "Misconduct" - When a student has violated a college rule or policy which results in dismissal from college.

(3) "Tuition" - Fees collected by Community College District No. 10 which include the general tuition fees, operating fees and the services and activities fees.

(4) "Special course/program connected fees" - Fees other than tuition required for enrollment (i.e., equipment fees, laboratory material fees, etc.).

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-020, filed 5/11/84; Order 77-2, § 132J-160-020, filed 7/22/77; Order 73-1, § 132J-160-020, filed 5/14/73.]

WAC 132J-160-030 Scope of tuition and special course/program connected fees refund policies. Tuition and special course/program connected fees refunds will be made for the student's reduction in class load or for a student's complete withdrawal from college whether he or she has attended classes or not. Students will forfeit all claims to refund of tuition and special course/program connected fees when they discontinue class or classes without completion of the proper forms and procedures according to the published time schedule, discontinue class or classes because of misconduct, and when the tuition and special course/program connected fees are indicated by the board of trustees or the

(5/11/84)

president in the quarterly course schedule, and/or course announcement as nonrefundable. Community service course fees are exempt from this policy.

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-030, filed 5/11/84; Order 77-2, § 132J-160-030, filed 7/22/77; Order 73-1, § 132J-160-030, filed 5/14/73.]

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 into 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. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-045, filed 5/11/84. Formerly WAC 132J-160-040.]

WAC 132J-160-050 Appeal. Students have the right to appeal the refund policy within one calendar year of their payment when there are special circumstances involved. All appeals go to the dean for students.

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-050, filed 5/11/84; Order 77-2, § 132J-160-050, filed 7/22/77.]