



# RULE-MAKING ORDER

(RCW 34.05.360)

**CR-103** (10/1/89)

Agency: Bellevue Community College

- Permanent Rule
- Emergency Rule

(1) Date of adoption: 20 July 1993

(2) Purpose: Refer Title IV Financial Aid recipients to refund policy regarding withdrawal from a course(s). Remove outdated portions of rule and make rule easier to read.

(3) Citation of existing rules affected by this order:  
Repealed:  
Amended: WAC 132H-160-180  
Suspended:

(4) Authority for adoption:  
Statute: RCW 34.05  
Other Authority: RCW 28.B.50.140

(5.1) **PERMANENT RULE ONLY**  
Pursuant to notice filed as WSR 93.12.098 on June 1, 1993 (date).  
Describe any changes other than editing from proposed to adopted version:

(5.2) **EMERGENCY RULE ONLY**  
Pursuant to 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:

(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**  
 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)

**CODE REVISER USE ONLY**

CODE REVISER'S OFFICE  
STATE OF WASHINGTON  
PH ED

JUL 28 1993

TIME: 2:11  
WSR: 93.12.098

NAME (TYPE OR PRINT) Elise J. Erickson  
SIGNATURE *Elise J. Erickson*  
TITLE Executive Assistant                      7/22/93

AMENDATORY SECTION Amending Order 56, filed 7-13-84

WAC 132H-160-180 REFUND POLICY. Community College District VIII board of trustees has authorized the registrar to refund fees when a student withdraws from college or a course(s). 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.

{1} Tuition and related fees are refunded upon withdrawal from college or a course(s) as follows:

{a}(1) Prior to the first day of the quarter:

{i}(a) Complete withdrawal from college - 100% refund

{ii}(b) Withdrawal from a course(s) (reduction of class load below 10 credits) - 100% refund

{b}(2) Cancellation of a course - permission to transfer to another course or full refund upon request:

{c}(3) Through fourth week of the quarter:

{i}(a) Complete withdrawal from college - 50% refund

{ii}(b) Withdrawal from a course(s) (reduction of class load below 10 credits) - 50% refund

{d}(4) After fourth week of the quarter:

{i}(a) Complete withdrawal from college - no refund

{ii}(b) Withdrawal from a course(s) (reduction of class load below 10 credits) - no refund

{e}(5) Lab fees (includes health service fee):

{i}(a) Prior to first week of quarter - 100% refund

{ii}(b) Through the fourth week of the quarter - 50% refund

{iii}(c) After the fourth week of the quarter - no refund

~~{f} Parking fees~~

~~{i} Prior to the first week of the quarter - 100% refund~~

~~{ii} Through the fourth week of the quarter - 50% refund~~

~~{iii} After the fourth week of the quarter - no refund~~

{g}(6) Insurance fees:

{i}(a) Through the first week of the quarter only - 100% refund

{ii}(b) After the first week of the quarter - no refund

{iii}(c) If insurance claim has been filed - no refund

{h}(7) Continuing education classes (state and student supported):

{i}(a) Prior to the first class session - 100% refund (less a \$5.00 administration fee)

{ii}(b) Prior to the second class session - 100% refund (less a \$15.00 administration fee)

{iii}(c) After the second class session - no refund

{i}(8) Continuing education workshops (self-supported):

{i}(a) Cancellations received up through four working days prior to the first session - 100% refund (less a \$5.00 administration fee)

{ii}(b) After fourth working day prior to the first session - no refund.