



RULE-MAKING ORDER
(RCW 34.05.360)

CR-103 (10/1/89)

Agency: **Community College District VIII, Bellevue Community College**

- Permanent Rule
 Emergency Rule

(1) Date of adoption: **December 21, 1993**

(2) Purpose: **Repeals existing rule governing refunds. Establishes rules under which refunds for withdrawal for courses may be given and fees may be assessed for schedule changes. Makes permanent, emergency enacted rule.**

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 Repealed: **WAC 132H-160-180**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

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

(5.1) **PERMANENT RULE ONLY**
 Pursuant to notice filed as WSR 93-23-045 and 93-23-044 on Nov. 12, 1993 (date).
 Describe any changes other than editing from proposed to adopted version:
 (2) Tuition and fees will be refunded at 50% from day three rather than day four as stated in the proposed version, and the word "the" was added before fourth week of. . . in (2) and (3).

(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)

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NAME (TYPE OR PRINT)
Elise J. Erickson

SIGNATURE
Elise J. Erickson

TITLE DATE
 Exec. Asst., Sec'y. Board Trustees 12/21/93

NEW SECTION

WAC 132H-160-182 Student schedule changes -- Refund policy and administrative fees. Community College District VIII board of trustees has authorized the registrar to collect an administrative fee when a student adds or drops course(s) or withdraws from the college. In addition, the registrar is also authorized to refund fees when a student withdraws from college or a course(s). The 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.

Tuition and related fees 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 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 cancelled.

(2) Tuition and fees will be refunded at 50% from day three through the fourth week 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 not be refunded after the fourth week of the quarter.

(4) If an insurance claim has been filed, no refund will be granted for insurance fees.

(5) 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.