



5.12.0.1 Refund Policy

Students are liable for tuition/fees for any registered courses unless they drop/withdraw at the Records Office. Refunds for reduction of registered credits are allowed as follows:

Registration Changes	Partial Reduction of Credits Semester	Total Drop/Withdrawal Semester
(Includes Saturday)		
Prior to 1 st day of the semester	100%	100%
Day 1 – 7	100%*	100%*
Day 8 – 14	0	75%
Day 15 – 21	0	50%
Day 22 – 28	0	25%
Remainder of the Semester	0	0

Summer and other terms at least 3 weeks but less than 10 weeks:

(Includes Saturday)		
Prior to the 1st day of the session	100%	100%
Day 1 – 3 of the session	100%*	100%*
Day 4 – 5 of the session	0	75%
Day 6 – 7 of the session	0	50%
Day 8 – 9 of the session	0	25%
Remainder of the session	0	0

*\$10 drop fee charged for each drop or drop/add transaction beginning the first day of the semester.

NOTE: Refunds are based on the first day of the semester, not the first day of the class (except for late-start classes).

For short courses running **less than 3 weeks**, students must drop before the first scheduled class day of the course to receive 100% refund.

Exceptions.

100% refunds are given when a class is canceled, when there is injury or illness, or when there is college error. For injury/illness or college error, students must complete a Student Services Petition form at the Vice President of Student Services office. Documentation is required. Refunds for courses with starting dates other than normal semester start dates are noted in the semester course schedule. Requests for exceptions must be received by July 14 of the academic year petitioned.

Refunds to students who leave to join the armed forces of the United States or are members of the armed forces and are called to active duty.

Students who are members of any branch of the U.S. military reserves and who are unable to complete a semester due to having been called to active duty shall, to the extent possible, be provided one of the following options:

- A. The student may be given a full refund of tuition. Students receiving financial aid who choose this option should be made aware that they may be liable to any required refunds of state or federal financial aid funds,
- B. The student may be given a grade of incomplete in a course and complete it upon release from active duty. Course completion may be accomplished by independent student or by retaking the course without payment of tuition. Under federal financial aid policies a course that is retaken this way may not be counted toward a student’s enrollment load.
- C. If in the instructor’s judgment, the student has completed sufficient course work to earn a grade of C or better, the student may be given credit for completion of a course.

Waiver of Tuition:

The president may waive amounts due to the college for the following reasons:

- Employee benefit provided by a bargaining agreement.
- Death of a student.
- Medical reasons.
- College error.
- Significant personal circumstances.
- Student leader stipends.
- Course conditions*
- Natural disasters or other situations beyond the control of the campus.

*A course condition exists when the location or timing of the course results in the student not being able to use the services intended by a fee.

The college shall define the terms under which any authorized waiver will be granted. The college must document the reasons for all waivers.

References:

Minnesota State Colleges and Universities Board Policy 5.12 Refunds, Withdrawals and Waivers
Minnesota State Colleges and Universities Board Policy 5.12.1 Active Duty with the Armed Forces

Date Proposed: 5/97
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