

	POLICY		Motion No.	FF 1006-2010
	Tuition Refund		Effective Date	6/22/2010
			Responsible Department	Finance/Bursar
			Attorney Review / Date	[Attorney Name] [Date]

SCOPE

Pennsylvania Highlands Community College has a refund policy whereby a portion of the tuition will be credited to the student's account if he/she officially drops a course during a designated refund period.

POLICY

Dropping courses or withdrawals are considered official only after the required forms have been signed, submitted to the College and processed or the necessary withdrawal process has been completed via the College's portal. Non-attendance in classes does not constitute official withdrawal from the College.

A student is eligible for a refund if the College has cancelled his or her class. Refund checks will automatically be issued after the Add/Drop period for those students unable to reschedule a cancelled class.

A student is also eligible for a refund if he or she has officially dropped a class during a designated refund period. A refund check will be automatically issued after the Add/Drop period.

For courses of fifteen weeks or longer: Students who officially drop through the first week of a course may be eligible to receive a 100% refund. Students who officially drop during the second week of a course may be eligible to receive a 25% refund. Students who officially drop during the third week of a course may be eligible to receive a 10% refund. There are no refunds after the third week of a course.

For courses less than fifteen weeks: Students who officially drop through the first week of a course may be eligible to receive a 100% refund. Students who officially drop between the end of the first week and the 20% point of a course may be eligible to receive a 25% refund. There are no refunds after the 20% point of a course.

Effective Date	Motion Number	Document Author	Description of Change
6/22/2010	FF 1006-2010	Finance/Bursar	Revision (To comply with PA State Code requiring partial refunds at end of 3 rd week of semester and at end of 20% of summer sessions.
3/27/2001	311	Finance	Initial Release