Policy Number 04.04.003

Allegany College of Maryland

REFUNDS FOR CREDIT TUITION AND FEES POLICY

Adopted date: 01/86
Revised Date (if applicable): 10/19
Approved by Board of Trustees: Various
Implementation Date: Various
Revisions Approved by Board of Trustees: 10/17.2022
Type of Policy: Business Office - Discretionary

BACKGROUND AND PURPOSE

This policy was designed to create a standard that would be equally applied to all credit students for the refund of tuition and fees for students when students need to withdraw or drop a class before completion of the class.

POLICY

I. SCOPE OF THE POLICY

This policy applies to the possibility of refunding tuition and fee payments for all students taking credit bearing classes or courses within a credit program.

II. POLICY STATEMENT

All tuition charges and fees are refundable if the student officially withdraws or drops a class or classes before the first day of the semester. To be eligible for a refund, a student must officially withdraw from the class through the Registration Department. Non-attendance of classes or termination of attendance of classes does not constitute official withdrawal.

If the student financial account balance is unpaid, an official withdrawal is still necessary to be eligible for the deletion of the appropriate charges. If the account is unpaid, a deletion of the appropriate charges will be made instead of a refund.

III. Other Provisions

Eighty percent (80%) of the tuition charges and fees (less nonrefundable fees) are refundable if a student officially withdraws or drops a class or classes prior to the end of the third week of classes for fall and spring semesters; for summer, it is before twenty percent of the semester is completed. If the account is unpaid, a deletion of the appropriate charges will be made instead of a refund.

For a course that starts before or after the normal semester starting date, the refund deadlines would shift based on the starting date of the course. A student is eligible for a full refund, as described above, if he or she withdraws before the first day of the course. After the course starts, the student is eligible for an eighty percent (80%) refund if he or she withdraws before twenty percent of the course schedule is completed.

No refund or deletion of charges is made if a student withdraws or drops a class or classes after the deadline dates specified above; however, refunds may be considered if the student can verify that he or she never attended classes or stopped attending classes before the refund deadlines. In these cases, since the student did not officially withdraw before the refund deadlines, and since a position was held open in the class, the refund or deletion of charges will not exceed eighty percent (80%). The remaining twenty percent (20%) is a nonrefundable charge.

For the following reasons, tuition, and fees (less nonrefundable fees) are refundable beyond the refund deadlines on a prorated basis (from 100% to 0%) according to the number of class dates remaining in the semester:

1. Medical reasons dated and certified by a physician; or
2. Job transfer dated and certified by the employer; or
3. Job schedule (shift) change, which causes a conflict with class schedule, dated and certified by the employer; or
4. Military transfer dated and certified by documentation (copy of orders) from military unit.

IV. Administration of Policy

The policy will be administered and periodically reviewed by the Director of the Business Office and the Vice President of Finance and Administration.

V. Changes

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.