

POLICY NAME:	<b>803.02: Refunds</b>
EFFECTIVE:	03-24-05
SUPERSEDES:	803.02 issued 03-26-98; 01-22-98; 09-26-96; 02-22-96
SOURCE:	
CROSS REFERENCE:	

1. Refund for Complete Withdrawal

1.1. A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges.

1.2. A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

Withdrawal during first week	75% of tuition and other institutional charges
Withdrawal during second week	50% of tuition and other institutional charges
Withdrawal during third week	25% of tuition and other institutional charges
Withdrawal after end of third week	No refund

2. Administrative Fee

An administrative fee not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

3. Books and Supplies

A student who withdraws and who has purchased returnable books, and/or supplies from the institution and returns the items in new/unused condition by the end of the third week of the semester/term will be refunded the full purchase price. Books and/or supplies returned in used condition by the end of the third week of the semester/term will be refunded fifty percent (50%) of purchase price.

4. Refund for Partial Withdrawal

Students who do not completely withdraw from the institution but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

5. Refund in Compliance with Federal Regulations

All institutions shall comply with federal regulations relative to refund of tuition and other institutional charges for first time, first-term Title IV recipients.

6. Refund for Alabama National Guard and Reservists Called to Active Duty

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the term due to active duty orders or assignment to another location.

7. The President has the authority to make exceptions to the refund policy in the event of the death of a student or of a family member requiring the student to leave the institution.