

*Tuition and Fees*

*Excess Credit Surcharge*

*Failure to Meet Financial Obligations*

*Refund Policy*

**Tuition and Fees**

**Payment of Tuition and Fees**

Tuition and fee information is printed each term in the quarterly course schedule. Students are required to pay tuition and fees in full by the designated date.

**Excess Credit Surcharge Exceptions For Students Enrolled in Vocational Programs**

1. If the student's schedule includes ONLY required courses and the total number of credits scheduled exceeds 18, there is no excess credit surcharge.
2. If the student's schedule includes any elective courses and the total number of scheduled credits exceeds 18, there is an excess credit fee penalty for the number of credits in excess of 18.
3. Students must pay surcharges for developmental and prerequisite courses not required in the official program curriculum, if the total credits enrolled exceeds 18.

**Failure to Meet Financial Obligations**

Release of academic transcripts, degrees and certificates will be withheld for failure to meet financial obligations to the college. Future registrations may also be blocked. If a student questions the accuracy of the claimed indebtedness, an informal hearing from the department administrator may be requested.

**Refund Policy**

The complete refund policy can be found under Refunds, Student Tuition and Fees in the Grays Harbor College Board Policies and Administrative Procedures Manual.

Students requesting refunds must obtain either a total withdrawal form (withdrawing from all classes) from the Counseling Office or an add/drop form (for partial withdrawal) from the Admissions and Records Office. The date the student submits the completed form to the Records Office is the official date of withdrawal and is the date used in determining the rate at which refunds will be made.

Students who leave the college without completing the official withdrawal procedure forfeit all claims for refunds and for credit in courses.

Tuition and fees are refunded according to the schedule below:

GHC will refund tuition and fees if official withdrawal occurs:		
FULL SESSION	100% REFUND (on or before)	50% REFUND
Fall, Winter, Spring	5th day of quarter	6th day of quarter and within first 20 calendar days
Summer	3rd day of quarter	4th day of quarter and within first 15 calendar days
MINI-SESSIONS	100% REFUND (on or before)	50% REFUND
Half-quarter courses	2nd day of session	3rd day of session and within first 10 calendar days
Four-week courses	2nd day of session	3rd day of session and within first 7 calendar days
Three-week courses	1st day of session	2nd day of session and within first 7 calendar days
Two-week courses	1st day of session	2nd or 3rd day of session
One-week or less courses	Before 1st day of session	On 1st day of session

- Tuition and fees will be refunded at 100 percent (100%) for any class or seminar which is canceled by the college.
- Partial refunds to students will be allowed, based on the schedule above.
- Partial refunds for students who have paid a surcharge for more than eighteen credits and then subsequently dropped to eighteen or fewer credits will be based upon the schedule above.
- Students receiving financial aid funded under Title IV of the Higher Education Act shall have their tuition and fees calculated through the sixty percent (60%) point of the enrollment period for which the financial aid recipient has been charged.
- Refund checks are mailed within 30 days from the date the refund application is approved.

**There will be no refund:**

- If the college indicates in its catalog, quarterly schedule or course announcement that such fees are non-refundable.
- For community special interest courses, seminars and short courses unless the participant withdraws at least 24 hours before the first session.
- If the student is dismissed from the college for disciplinary reasons or fails to follow official withdrawal procedures.