

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: REFUNDS, STUDENT TUITION AND FEES**

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**Administrative Procedure Number: 501.01**

**Date adopted: 10/13/80 Revised: 7/15/83, 1/2/90, 9/20/93, 6/19/95, 2/15/00, 1/14/05**

**A. General Guidelines(all refund situations)**

1. As used in this document, "beginning of instruction" is defined as the day upon which classes are scheduled to begin for any quarter for students who are attending traditionally scheduled (daytime) classes.
2. Fees will be refunded at 100% for any class or seminar which is cancelled by the college.
3. No refund of tuition or fees can be made for any reason beyond the quarter in which the course was offered.
4. Except for item 2 above, no refund will be made for less than \$30.
5. No refund will be granted to a student who is dismissed from the college for disciplinary reasons or one who fails to follow official withdrawal procedures unless the student has received financial aid under Title IV of the Higher Education Act and a refund is mandated by federal regulations.
6. Any time during a quarter, a student who is called into a military service of the United States or who withdraws for documented medical reasons shall receive a full refund of tuition and fees.
7. Refund checks are mailed within 30 days from the date the refund is approved.
8. Refunds will not be allowed to the extent that a student has financial obligations to the college.
9. 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.

**B. Refund Procedures**

1. For total withdrawals, students must obtain a withdrawal form from the Counseling Center. 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.
2. Students may initiate and complete withdrawal by notifying the Counseling Center in writing, in person, or by telephone. Completion and submission of the withdrawal form automatically initiates the refund process.
3. Refunds for special circumstances – military service or a medical reason – are initiated by completing a withdrawal form as described above. In addition, students must attach proper supporting documentation to the withdrawal form in order to receive a full refund.
4. For partial withdrawals, students must obtain an Add/Drop Form from the Records Office. The date the student submits the completed form to the Records Office is the official date of the change and is the date used in determining the rate at which partial refunds will be made.

5. Partial refunds to students will be based upon the refund schedule in C for part-time students or for full-time students dropping below ten credits. The refund will be based upon the current credit rate for fewer than ten credits.
6. 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 refund schedule in C and upon the current surcharge rate.
7. For purposes of this section, Mini-sessions will be defined as those courses meeting less than a normal quarter (11 weeks) in length.

**C. Refund Schedule**

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

**D. Seminars**

1. No refunds will be allowed for seminars unless the participant notifies the college of his/her withdrawal at least 24 hours prior to the beginning of the first session.
2. The participant may notify the Counseling Center in writing, in person, or by telephone.

**E. Community Service Courses**

1. Community service courses are defined, for this purpose, as self-supporting classes; that is, no tax funds are expended in support of the class or course.
2. No refunds will be allowed unless the student notifies the college of his/her withdrawal at least 24 hours prior to the beginning of the first session.
3. The student may notify the Counseling Center or Continuing Education Department in writing, in person, or by telephone.

Approved by the President \_\_\_\_\_