

# Tuition Refund Procedures

## Partial Withdrawal

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in the 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.**

## Complete Withdrawal

A student who officially or unofficially withdraws from all classes **before** the first official day of class will be refunded 100% of the total tuition and other institutional charges.

A student who officially 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 adjusted tuition and fees less 5% administrative fee
Withdrawal during second week	50% of adjusted tuition and fees less 5% administrative fee
Withdrawal during third week	25% of adjusted tuition and fees less 5% administrative fee
Withdrawal after end of third week	No refund

**NOTE:** *The Insurance fees are non-refundable unless the class is canceled by the College.*

An administrative fee of 5% of tuition and other institutional charges 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.

Tuition refunds are computed according to the date the student notifies the college Admission's Office of their official withdrawal, not his/her last date of class attendance.

Refund checks are processed from the Business Office weekly. Students may sign up for Direct Deposit on their MyWallaceState account.

**All refunds are issued according to ACCS Board Policy 803.02.**