

# Curriculum Refund Policy

Students will receive a tuition refund in accordance with the NC Administrative Code (NCAC 2D.0202).

A full (100%) refund will be granted to students who officially withdraw prior to the first day of the college's academic semester if the withdrawal reduces the credit hours taken by the student to fewer than 16 credit hours. A 100% refund is also issued if the class in which the student is officially registered is cancelled due to insufficient enrollment.

A 75% refund will be issued to students who officially withdraw on or after the first day of the semester and on or before the official 10 percent point of the semester.

For classes beginning at times other than the first week (seven calendar days) of the semester, a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

A 100% refund shall be made if the student officially withdraws from a contact hour class prior to the first day of the college's academic semester if the withdrawal reduces the credit hours taken by the student to fewer than 16 credit hours. A 75% refund shall be made if the student officially withdraws from a contact hour class prior to or before the 10<sup>th</sup> calendar day of the class.

In the event of the death of a student, a full refund will be granted to the individual's immediate family and/or estate.

Refunds of student activity fees and campus services fees will be given if the student officially withdraws prior to the first day of the college's academic semester or if the class(es) are cancelled. Fees not refundable (unless institutional error) are (1) insurance payment, (2) special course fees and (3) graduation fees. In order to begin the refund process, a student must:

## Caldwell Campus

- Complete the student portion of the Registration Change Form (referred to as Drop/Add Form), including student, instructor and advisor signatures. The last date of attendance must be completed by the instructor. The form will not be accepted in Student Services without all information completed. This form is available in Student Services and in the Faculty office. In certain cases, e.g., institutional error, withdrawals before the first class, the Vice President of Student Services or his designee(s) may sign the official drop form.
- Present the former to a staff member in Student Services in order for the official drop date to be recorded.

## Watauga Campus

- Complete the student portion of the Registration Change Form (referred to as Drop/Add Form), including student, instructor and advisor signatures. The last date of attendance must be completed by the instructor. The form will not be accepted in Student Services without all information completed. This form is available from the Watauga Instructional Facility, Watauga Student Support Center or Watauga High School. In certain cases, e.g., institutional error or withdrawals before the first class, the Director of Student Services or the Associate Department Chair of the Watauga Campus may sign the official drop form.
- Present the form to a staff member in Student Services in order for the official drop date to be recorded.

Refunds will not be given if:

- The Registration Change Form is incorrectly or incompletely filled out.
- The date the Registration Change Form is officially received in the Student Services Office of either campus is past the appropriate deadline as indicated in the refund policy.
- The drop is done by the instructor rather than the student.