

Policy Series 5000
 Policy 5041
Procedure 5041.5

Refund Procedure

Tuition and Fees Refund Procedure

To receive a full or partial refund of tuition and some registration fees, students must officially drop classes within specified timeframes. Full semester classes have a 21-day refund period, half semester classes have an 11-day refund period, and all other classes have a refund period based on 18.75% of the class.

Tuition Refund Table

Refund %	Full Semester	Half Semester	All Other
100%	7 days	4 days	6.25%
70%	14 days	8 days	12.5%
40%	21 days	11 days	18.75%
0%	After 21 days	After 11 days	>18.75%

Fee Refund Table

Fee Description	Refundable (Yes/No)	Timeframe
Student Fee	Yes	See Tuition Refund Table
Institutional Fee	Yes	See Tuition Refund Table
Facility/Technology Fee	Yes	See Tuition Refund Table
Course Fee (per credit)	Yes	See Tuition Refund Table
Online Fee	Yes	See Tuition Refund Table
Program Fee	Yes	See Tuition Refund Table
Usage Fee	Yes	First 7 days of course
Workforce Development & Community Service Fee	Yes	Up to 1 day before class
Conferencing/Agri-Park	Yes	Up to 14 days before class
Testing Fee	No	Not Applicable
Late Fee	No	Not Applicable
Non-Sufficient Fund Fee	No	Not Applicable
Stop Payment Fee	No	Not Applicable
Miscellaneous Fee	No	Not Applicable
Unreturned Equipment or Uniforms	Yes	Determined by Department
Library Fine	Yes	Determined by Library

Housing and Dining Refunds Procedure

See the refund chart below for housing and dining.

Laundry and Residence Hall Activity fees are not refundable after the student has received their room keys.

When checking out of housing, deposits will be applied to any damage charges before refunded.

Cancellations are processed after student has completed checkout and key are returned.

Fall & Spring Contracts		
Cancellation Timeframe	Cancellation Fees	Loss of Deposit
Prior to July 1	\$ 0	No
After July 2 and prior to August 1	\$ 0	Yes
After August 1 but prior to 5:00 PM the day before the designated move-in date	\$200	Yes
Move-in date through the 21 st day of the term	15% of total room and board plus pro-rated amount of room and dining plan	Yes
After the 21 st day of the term	\$350 and no refund of room and dining fees	Yes
Cancel for the Spring term and re-enroll in classes	\$150 if still enrolled after the first 21 days	Yes
Cancel for the Spring term and do not re-enroll in classes	\$350	Yes
Spring Contracts Only		
Cancellation Timeframe	Cancellation Fees	Loss of Deposit
Prior to December 1	\$ 0	No
After December 1 and prior to December 15	\$ 0	Yes
After December 15 but prior to 5:00 PM the day before the designated move-in date	\$200	Yes
Move-in date through the 21 st day of the term	15% of total room and board plus pro-rated amount of room and dining plan charges	Yes
After the 21 st day of the term	\$350 and no refund of room and dining plan charges	Yes
Summer Contracts		
Cancellation Timeframe	Cancellation Fees	Loss of Deposit
Prior to May 1	\$ 0	No
After May 1 but prior to 5:00 PM the day before the designated move-in date	\$200	Yes, if not returning for fall semester
Within the first 11 days of designated move-in date	15% of total room and board plus pro-rated amount of room charges	Yes
More than 11 days after the designated move-in date	\$350 and no refund of room charges	Yes

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Appeal Process

1. Students requesting exceptions to the procedure must make the original request with the specific department (Director of Finance or Director of Campus Life and Housing). Appeals must be received within 60 days of the end of the semester in question.
2. Decisions by the department may be appealed to the Student Appeals Committee (Procedure 2050.11).