

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

ADMINISTRATIVE

SUBJECT: REFUNDS

REVIEWER(S): Manager of Business Operations
Dean, Student Affairs & Enrollment Management
Financial Aid Director

POLICY

I. Academic Credit Course Refunds

- A. Students will be informed during orientation and in the Catalog and Student Handbook that it is their responsibility to initiate course and/or College withdrawal.
- B. Students enrolling in courses awarding academic credit may be eligible for a full or partial tuition refund depending on their withdrawal date. Students dismissed from the College or a course will not be eligible for a refund.
- C. Carolinas College of Health Sciences (Carolinas College) will issue tuition refunds to those students who register and pay for a period of enrollment, but either do not begin or do not complete the enrollment period.
- D. Fees, books, and course packs are nonrefundable. If a student begins a class in which a textbook, course pack or other non-refundable fees are included in course tuition, the cost of those materials will be deducted from the base fee before the refund is calculated.

II. Non-Credit Course Refunds

- A. Students enrolling in non-credit courses may receive a tuition refund up to two weeks prior to the class start date.

III. Financial Aid Refunds

- A. If the student is a financial aid recipient and withdraws from all courses, the student's tuition refund may be used to offset any Return to Title IV Funds.
- B. Based upon the withdrawal date, a return to Title IV Funds could create a student balance owed to the College.
- C. Refunds for financial aid recipients will be subject to the federal refund distribution order.

IV. Refunds to Sponsors

- A. Credit balances resulting from a refund calculation for students who are sponsored for 100% of their tuition by an agency or business, will be refunded to the source of the tuition payment.

V. Catastrophic Events

- A. In the event a catastrophic event occurs, the college maintains the authority to reduce tuition and fees, offer refunds or enact additional financial measures that are deemed appropriate during such circumstances.

PROCEDURE

- A. Tuition refunds will be issued according to the date the student submits their withdrawal form per the schedule below. The percentage of term attended is calculated based upon total number of calendar days in term. The tuition schedule is as follows:

Timeframe	Amount of Refund
1 st week of term	100%
2 nd week of term to 10% of term	50%
11%-25% of term	25%
After 25% of term	0%

- B. If a student officially withdraws from different classes on different dates, the Business Office will calculate the refunds separately, per class.
- C. The Financial Aid director will perform the federal Return to Title IV Funds calculation.
- Should a credit balance on the student's tuition account be created by the application of the refund policy, the Director of Financial Aid will initiate the paperwork to refund the appropriate federal or non-federal sources.
 - The Director of Financial Aid will provide the amount of the credit to the Manager of Business Operations to process refund payment.
- D. The Refunds policy and procedure will be reviewed bi-annually.

REFERENCE

Related Policies to Consult

Carolinas College of Health Sciences:

ACADEMIC – [Academic Continuity and Catastrophic Events Withdrawal-Leave of Absence \(W-LOA\).docx](#)

STUDENT AFFAIRS – [Return of Title IV Funds](#)

Related 2018 SACSCOC Standard

10.2 Public information