

AP 5017 - Tuition/Fee Refunds

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| Student: | 1. Drops class online or by submitting a completed official add/drop form to the Enrollment Center on the Salem campus or Outreach front office. |
| Enrollment Center/
Outreach Employees: | 1. Processes official add/drop form and returns copy to student. |
| Business Services: | <p>1. If registration changes are made within the refund period (for full-term courses the first two weeks of the term, or other deadline for shorter term courses), and a credit amount is posted to the student account.</p> <p>1.a. Credit is applied to any outstanding obligation first, then;</p> <p>1.b. Refunds student if \$5 or over based on payment sources (eg. financial aid, third party payers, credit card, etc.).</p> <p>(Updated information on tuition and fee refunds may be found on the public website, or the schedule of classes, or the current catalog.)</p> |

October 14, 1991
Adopted College Council

June 7, 2006
Revised

February 26, 2015
*Revised by College Executive
Administration*