

WITHDRAWAL AND REFUND POLICY

Tuition Refunds

The *Administrative Code* specifies the circumstances in which tuition refunds can be made.

A refund will be made under the following circumstances:

1. A 100 percent refund will be made if the college cancels a class.
2. A 100 percent refund will be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar.
3. A 75 percent refund will be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
4. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund will be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund will be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
5. A 100 percent refund will be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund will be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.
6. When a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.
7. Military Tuition Refund – Upon request of the student, each college will do the following:
 - a. Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or to active duty personnel who have received temporary or permanent reassignments as a result of military operations taking place outside the state of North Carolina, thus making it impossible for them to complete their course work.
 - b. Buy back textbooks through the college's bookstore operations to the extent possible.
 - c. Use distance learning technologies and other methodologies to help these students, under the guidance

of faculty and administrative staff, complete their course requirements.

Applicable federal regulations regarding refunds will supersede state refund regulations stated in this rule.

POLICY ON RETURNING TITLE IV FUNDS (R2T4)

Repayment Policy

Repayment of financial aid awarded depends upon whether the aid is a grant, scholarship, work-study, or loan and whether the aid source requires a minimum number of hours of enrollment.

For federal funding sources such as Pell Grant and Federal Supplemental Educational Opportunity Grant, students may be required to repay a portion of the funds received if they stop attending classes before the 60 percent point of the semester. The amount to be repaid will be determined by a formula that includes the total federal aid received for the semester and the total number of days the student attended class in the semester. Any repayment due to the institution and/or the U.S. Department of Education must be made before the student can re-enroll at SCC or receive any federal funds. Most loans require that students be enrolled at least half time to be eligible. Students dropping below half-time enrollment enter a grace period before repayment begins.

If students have outstanding accounts, they are not allowed to register for further classes. Exceptions for mitigating circumstances may be allowed by the President or his/her designee and will be in compliance with federal guidelines.