

**OWENS COMMUNITY COLLEGE
PROCEDURES**

Refund of Fees

Board Policy No.: 3358:11-3-21

PROCEDURES:

- (1) Full term classes. Refunds of tuition and other refundable fees, less any amount owed, will be made on the following basis for fall and spring semesters.
 - (a) Credit hours dropped prior to the beginning or during the first five days of either semester – one hundred per cent of tuition and eligible fees will be refunded.
 - (b) Credit hours dropped on the sixth through tenth days of either semester – sixty per cent of tuition and eligible fees will be refunded.
 - (c) Credit hours dropped on the eleventh through fifteenth days of either semester – fifty per cent of tuition and eligible fees will be refunded.
 - (d) There will be no refunds of tuition and eligible fees for students who drop credit hours after the fifteenth day of the semester.
- (2) Other classes. The refund rule for classes offered in the summer semester, weekend part of term or other courses that vary from the standard schedule of a full term semester, will have the same refund percentages as listed above, and the periods of time provided for refunds will be adjusted proportionately.
- (3) To be eligible for a refund, a student must initiate and complete the official course withdrawal procedure. A student may withdraw from a course no later than the date established by the Records Office. To withdraw from a course(s), a student must either withdraw on-line or submit a Registration and Add/Drop Form prior to the posted deadline.
- (4) The refund schedule shall be electronically posted on the web page for the Office of Student Accounts.
- (5) Please refer to the policies and procedures of Course Withdrawal 3358:11-2-14.

These procedures conform to the POLICY amended by the Board of Trustees on April 5, 2016, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of April 16, 2016.