

# Procedure Manual



<b>Title: Refund of Tuition and Fees</b>	<b>Number:</b> A6Hx2-6.45
<b>Policy Number:</b> 6Hx2-6.45	<b>Page:</b> Page 1 of 3

## DEFINITIONS

**Withdrawal**—A student- or faculty-initiated withdrawal after the 100% refund deadline, and before the published withdrawal deadline.

The status of withdrawal, after the enrollment verification period, will be reflected on a student’s academic transcript. Students reported for non-attendance during the enrollment verification period will be withdrawn for non-attendance.

**Withdrawal Deadline** -- The last day a student can withdraw, or faculty can withdraw a student.

**Course Attempt** – As defined in the College Catalog.

## PROCEDURES FOR STUDENTS

### Dropping Courses by the 100% Refund Deadline

Students may cancel/drop their course registration up through the published deadline for 100% refund. Courses dropped prior to the last day of this deadline will not appear on the student’s academic record.

Students can drop courses online via the student portal, or in person at any campus registration office.

To receive a 100% refund of tuition and fees, a student must cancel/drop their registration on or before the published deadline for 100% refund.



Students who used financial aid for bookstore charges will be billed for those charges. Future registration will not be allowed until all debt is paid.

### Withdrawals After the 100% Refund Deadline

No refund will be provided for a withdrawal after the published deadline for 100% refund unless otherwise outlined in policy.

Students can withdraw up to the published Withdrawal Deadline for the term or session, which will result in a withdrawal status being recorded on their academic transcript. Course withdrawal for any reason may have an impact on students’ academic standing and/or financial aid eligibility. Financial aid requirements for satisfactory academic progress are detailed in Policy 6Hx2-6.47 – Student Financial Aid.

Upon the third course attempt, students cannot be withdrawn. Students who remain enrolled in courses following their second attempt will receive a grade whether they attend classes or not.

<b>Recommending Officer’s Signature:</b> 	<b>Date:</b> 5/3/2022	<b>President’s Signature:</b> 	<b>Date:</b> 5/3/2022
---	--------------------------	--	--------------------------

# Procedure Manual



<b>Title: Refund of Tuition and Fees</b>	<b>Number:</b> A6Hx2-6.45
<b>Policy Number:</b> 6Hx2-6.45	<b>Page:</b> Page 2 of 3

Students withdrawing, due to enlistment, or being called to active military duty, must provide documentation to the Registration Office on the primary campus where the classes are taken.



## Petition for Refund of Tuition and Fees

A student who can demonstrate that extenuating non-academic circumstances impacted their ability to drop by the published deadline for 100% refund or meet another exception as outlined in this policy may petition for refund for a withdrawal after the published 100% refund date. Such non-academic circumstances may include, but are not limited to, serious illness of self or of an immediate family member, death in the immediate family, and other emergency circumstances or extraordinary situations. If a petition is approved, the College will refund tuition according to the schedule in this procedure. All fees are non-refundable after the published deadline for 100% refund.

The following procedure shall apply to students' written request for exception in the form of a petition for refund to the Petition for Refund Committee:

1. Complete the Petition for Refund request online on the Broward website.
2. All petitions shall include any and all relevant documentation to support the extenuating non-academic circumstances. Petitions cannot be accepted without documentation.
3. Petition for Refund may also be referred to the committee by the Academic Standards Committee
4. The Student Affairs Office shall assist the student in completing the Petition for Refund based on guidelines set forth in policy and procedure and forward it to the Petition for Refund Committee.
5. Once the petition is reviewed for completeness by the campus designated staff, the petition is then forwarded to the members of the Petition for Refund Committee for approval via Dynamic Forms. All submissions must be received within six months of the end of the term being petitioned.
6. After review of the petition, the Committee shall make recommendations to the Associate Vice President of Student Financial Services who shall make a final determination.
7. The Associate Vice President of Student Financial Services shall notify the student in writing of her/his final decision within 30 days or as soon as is practical.
8. Students should note that the petition for refund process is their appeal and all decisions are final once a determination is made by the Associate Vice President of Student Financial Services.

Students who make fraudulent requests or present falsified documentation are subject to discipline in accordance with BC Policy 6Hx2-5.02 – Student Code of Conduct, up to and including expulsion from the College.

<b>Recommending Officer's Signature:</b> 	<b>Date:</b> 5/3/2022	<b>President's Signature:</b> 	<b>Date:</b> 5/3/2022
---	--------------------------	--	--------------------------

## Procedure Manual



<b>Title: Refund of Tuition and Fees</b>	<b>Number:</b> A6Hx2-6.45
<b>Policy Number:</b> 6Hx2-6.45	<b>Page:</b> Page 3 of 3

### Petition for Refund Committee

The Petition for Refund Committee will be made up of the following members:

Chair:

Senior Director of Accounts Receivable Management

Members:

Dean of Student Affairs

Dean or Associate Dean of Academic Affairs

Financial Aid Administrator

Student Records Administrator

### TUITION REFUND SCHEDULE

Eligibility	Cancellation or Withdraw	Refund
All Students	Cancellation through the 100% Refund Deadline	100% Tuition & Fees Refunded
Call to Military Duty	Withdrawal anytime during the course	100% Tuition & Fees Refunded Per Florida Statute 1004.07
Approved Petition for Refund or DoD TA	Withdrawal after 100% Refund Deadline through 60% of course	50% Refund of Tuition
Approved Petition for Refund or DoD TA	Withdrawal after 60% of course through end of course	25% Refund of Tuition
Online Out-of-State Students	According to State of Residency Requirements upon Petition	According to State of Residency Requirements upon Petition

<b>Recommending Officer's Signature:</b> 	<b>Date:</b> 5/3/2022	<b>President's Signature:</b> 	<b>Date:</b> 5/3/2022
--	--------------------------	-----------------------------------	--------------------------