TRI-COUNTY TECHNICAL COLLEGE

PROCEDURE

PROCEDURE NUMBER: 7-2-1012.1

PAGE: 1 of 2

TITLE: Tuition and Fee Refund for Credit Programs

RELATED POLICIES AND PROCEDURES: 7– 2 – 1012, Tuition and Fee Refund for Credit Programs Policy
7-2-1012.2, Tuition and Fee Refund for Credit Programs Appeal Procedure

ADMINISTRATIVE RESPONSIBILITY: Vice President for Business Affairs

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DATE APPROVED BY PRESIDENT: July 1, 2004

DATE LAST REVIEW: February 9, 2026

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It is the responsibility of the student to initiate all action for a schedule change in order to receive a refund, except in the case of cancelled courses. Refund deadlines are listed in the academic calendar at www.tctc.edu.

A. CANCELLED COURSES

When a course cancellation reduces a student's course load, the student (or sponsor) will receive a 100% refund (including associated course fees) for the actual hours cancelled. No action is required by the student to initiate the refund. Students receiving financial aid must contact the Financial Aid office to discuss the implications of the course load change and to have their awards adjusted, if necessary. Financial aid will be adjusted based on the updated number of credit hours. Students should review their bill to determine the impact of adjustments on their balance due and contact Financial Aid or their advisor as needed.

B. DROPPED COURSES OR REDUCTION OF CREDIT HOURS

1. The refund schedule is as follows:

- Students who drop a course before or during the drop/add period will receive a 100% refund.
- Students who withdraw from a course after the drop/add period will not receive a refund.

- Refunds will be computed based upon the actual number of reduced credit hours.

For more information on drop/add periods for each session/term, refer to the Enrollment and Academic Calendar available at www.tctc.edu.

2. To be eligible for a refund, students must initiate the drop action by dropping the course(s) via their MyTCTC account during the drop period. The refund will be processed within 30 days.

3. Students who never attend a class during the drop/add period will be administratively dropped, which may affect their financial aid award.

4. Recipients of Title IV Federal Financial Aid who withdraw from all classes prior to completing 60 percent of the term resulting in refundable amounts of the institutional charges (tuition and fees) will have the "unearned" portion of student financial aid returned to the government funding source in accordance with the statutory repayment policy. In certain instances, this repayment may result in a debt to the College and/or the government that the student must repay. Copies of this regulation and related examples are available in the Financial Aid Office and online at www.tctc.edu.

C. REFUNDS

Refunds will be processed using BankMobile. Students must select a refund preference with BankMobile to benefit from electronic deposit/refund options. Refund options include direct deposit to a personal bank account or an electronic deposit to a BankMobile checking account. More information on BankMobile and the refund process may be reviewed at www.RefundSelection.com.

Refunds are processed throughout the semester and processed using the BankMobile refund options. Refunds will be calculated and, if a preference is not set at BankMobile, mailed to the student's last known address or to the agency paying the fees within approximately six weeks from the beginning of the semester. Thereafter, refunds are processed weekly.