

TRI-COUNTY TECHNICAL COLLEGE
PROCEDURE

PROCEDURE NUMBER: 7-2-1013.1

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TITLE: Refunds and Transfers for Non-credit Courses

**RELATED POLICIES
AND PROCEDURES:** 7-2-1013, Refunds of Tuition and Fees for Non-Credit Courses Policy

**ADMINISTRATIVE
RESPONSIBILITY:** Vice President for Business Affairs

July 1, 2004
**DATE APPROVED BY
PRESIDENT**

April 14, 2025
DATE LAST REVIEW

April 14, 2025
DATE LAST REVISION

A. CANCELLED COURSES

The student will receive a 100 % refund if the course is cancelled. No action is required by the student.

B. DROPPED COURSES

To be eligible for a refund, the student must initiate the drop action by contacting the appropriate Corporate and Community Education Program Manager in person, by phone, or by email. The amount of refund a dropping student may be entitled to is determined as follows:

REFUND PERCENTAGE

DROP REQUESTED

100%

By 5:00 p.m. five business days before class start

80%

After 5:00 p.m. five business days before class start, but
before 5:00 p.m. two business days before class start

No Refund

After 5:00 p. m. two business days before class start

NOTES:

- 1) Business days are Monday through Friday, excluding holidays when the College will be closed for business.
- 2) Refund requests are evaluated by the appropriate CCE Program Manager. Any fee approved in an amount other than stated above must be documented.
- 3) If the specific training program is governed by an external regulatory agency, the external agency's refund policy will supersede this policy.
- 4) Approved refunds will be processed within 30 days.
- 5) In lieu of dropping a course, a student may request a transfer to another section of the same course. Transfer fees are listed below.
- 6) Complete refund and transfer timeline is shown in Table 1.

C. COURSE TRANSFERS

Transfers are defined as moving registration from one section of a course to another section of the same course. To be eligible for a transfer, the student must initiate the transfer request by contacting the appropriate Corporate and Community Education Program Manager in person, by phone, or by email. Fees related to transfer requests are as follows:

<u>TRANSFER FEES</u>	<u>TRANSFER REQUESTED TO ANOTHER SECTION</u>
No Fee to Transfer	By 5:00 p.m. five business days before class start
20% of Course Tuition	After 5:00 p.m. five business days before class start, but before 5:00 p.m. two business days before class start
50% of Course Tuition	After 5:00 p.m. two business days before class start, but before class start
No Transfer (Must Re-register)	After class start

NOTES:

- 1) Business days are Monday through Friday, excluding holidays when the College will be closed for business.
- 2) Transfer requests are evaluated by the appropriate CCE Program Manager. Any fee approved in an amount other than stated above must be documented.
- 3) If the specific training program is governed by an external regulatory agency, the external agency's transfer policy will supersede this policy.
- 4) If a transfer fee calculation returns money to a student, it will be processed within 30 days.
- 5) Complete refund and transfer timeline is shown in Table 1.

<u>Transaction Type</u>	Before 5:00 p.m. five business days prior to class start	After 5:00 p.m. five business days prior to class start	After 5:00 p.m. two business days prior to class start	After Class Start
<u>Refund</u>	100% refund	80% refund	No refund	No refund
<u>Transfer</u>	No transfer fee	Transfer fee = 20% of course tuition	Transfer fee = 50% of course tuition	No transfer fee; Must re-register and pay full tuition

Table 1: REFUND AND TRANSFER TIMELINE

D. APPEALS

Appeals, or requests for exceptions to this published refund policy, must be addressed in writing to the dean responsible for the Corporate and Community Education program.