

Student Services Series—5000

TUITION/FEE REFUNDS

- Student:** 1. Drops class online or by submitting a completed official add/drop form to the **Enrollment Center on the Salem campus or Outreach front office.**
- Enrollment Center/
Outreach Employees:** 1. Processes official add/drop form and returns copy to student.
- Business Services:** 1. If registration changes are made within the refund period (for full-term courses the first two weeks of the term, or other deadline for shorter term courses), and a credit amount is posted to the student account.
1.a. Credit is applied to any outstanding obligation first, then;
1.b. Refunds student if \$5 or over based on payment sources (eg. financial aid, third party payers, credit card, etc.).

(Updated information on tuition and fee refunds may be found on the public website, or the schedule of classes, or the current catalog.)

October 14, 1991

Adopted College Council
June 7, 2006

Revised

February 26, 2015

Revised by College Executive Administration