4.128 REFUND OF TUITION

POLICY:

Refunds of tuition are issued in accordance with the following schedule:

- 100% through the 5th day of the quarter
- 50% from the 6th day through the 10th day of the quarter
- 40% from the 11th day through the 15th day of the quarter
- No refund after the 15th day of the quarter except for medical or military reasons in accordance with the appropriate RCW(s).

This schedule applies to fall, winter and spring quarters and is prorated from summer quarter.

PROCEDURE:

If you register or begin a class and find that you must withdraw, you must complete and process a Change of Schedule form available in the Admissions and Records Office. Refunds cannot be arranged by telephone.

Refunds are issued only after other student debts are paid. Refunds for students receiving financial aid or other assistance are made directly to the sponsoring agency and not the student.

Centralia College distributes refunds in the mail by check, please allow 12 working days for processing. Refunds for payments made with a credit card are credited to the same credit card account from which payment was made. Refunds of $5.00 or less are not issued.

[Approved by the President, 8/26/02]