Refund Policies

Institutional Refund

Tuition And Fee Refunds

- Students may be eligible for refunds upon filing a "Change of Schedule" form in the Registrar's Office within the refund periods outlined below.
- Students who enroll during the early enrollment period and fail to make the required (fee) payment by the publicized date will be dropped from their class(es).
- Refunds are calculated based on the day the official withdrawal is filed in the Registrar's Office (in person, by fax or by postmark date), not when the student stopped attending class. (Failure to attend or ceasing to attend a class does not constitute an official withdrawal.)
- If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class regardless of date.
- If a student withdraws from a class after the refund period and simultaneously adds a class, including section and/or level changes, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added class.
- If an enrolled student is called to active military duty, full tuition will be refunded. Fees are not refundable if the activated date is beyond the published refund date.
- Students receiving Federal Financial Aid who completely withdraw from Garden City Community College are also subject to a Pro-rata or Federal refund calculation as applicable. Examples of each refund are available upon request form the Financial Aid Office.

100% Refund Periods
(also applies to Evening and Outreach classes):
- **12-16 Week Classes**
  Students who officially withdraw are entitled to a full refund of tuition and fees through the second Friday after the start of class. No refund on tuition and/or fees is given after this date and the student is responsible for the total tuition and fees incurred.
- **8 -11 Week Classes**
  The 100% refund period for 8-week classes is the second Friday after the start of class.
- **6 - 7 Week Classes**
  The 100% refund period for a 6-7 week class is prior to the fifth calendar day after the start of the class.
- **2 - 5 Week Classes**
  The 100% refund period for a 2-5 week class is prior to the third calendar day after the start of the class.
- **1 Week Classes**
  The 100% refund period for a 1 week class is prior to the start of the class.
- **EduKan Classes**
  For 100% refund period for EduKan classes, please refer to [www.edukan.org](http://www.edukan.org) for exact dates.
• **Workshops and Seminar Refunds**  
  For Business and Industry Institute (B&I), Continuing Education and Community services (CECS) classes and American Management Association Extension Institute (AMA) classes, refer to brochures for refund policy and time periods.

**Refund Appeal Procedure**

• Students wishing to appeal their refund must complete a "Refund Appeal Request" form and return it with appropriate documentation to the Business Office **within one week** of the official withdrawal being filed in the Registrar's Office (in person, by fax or by postmark date).

• Ruling on the appeal will be determined by a committee consisting of representatives from the Business Office, Student Services and Learning Services.

• The Business Office will notify the student, in writing, of the committee's decision.

In addition to GCCC's refund policy, all students receiving Federal (Title IV) Financial Aid are subject to a "Return of Title IV Funds" calculation. This calculation is required for students who completely withdraw on or before the 60% point of the semester. The "Return of Title IV Funds" calculation involves only the Federal Financial Aid portion of funds received by the student. It determines the amount of federal funds the student and GCCC are entitled to keep, based on how long the student was enrolled during the semester. It is possible that GCCC and/or the student will owe federal funds back to the Department of Education regardless of the outcome of the GCCC institutional refund policy.

**Return of Title IV Funds**

If the student and/or GCCC are required to repay Title IV Funds received, the repayment must be made in the following order:

1. Unsubsidized Federal Stafford Loan  
2. Subsidized Federal Stafford Loan  
3. Federal PLUS Loan  
4. Federal Pell Grant  
5. Federal SEOG  
6. A copy of the calculation worksheet is available to all students upon request in the Financial Aid Office.

**Indebtedness**

Students must clear all indebtedness to the college before diplomas or academic transcripts can be issued.
Students who owe a repayment on grants or are in default on any student loan will have a hold placed on their records at the college. No student will be eligible for Financial Aid until any excess payment or default has been settled.