

GARDEN CITY COMMUNITY COLLEGE

## Tuition and Fees Refund Policy/Student Financial Agreement

Effective Fall 2022

### 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.

Refunds are calculated based on the day the official drop/withdrawal is processed in Self-Service, or filed in the Registrar's office (in person, by fax, or postmark date), not when the student stopped attending class. (Failure to attend or ceasing to attend a class does not constitute an official drop or withdrawal.)

If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class.

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refund period and simultaneously adds a class, including section and/or level changes, no refund will be given for the withdrawn (dropped) class.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 Return of Title IV fund calculation.

### No-Show Fee

Students who do not attend Face-to-Face or Hybrid classes within the first two (2) scheduled class meetings will be dropped as a No-Show (for non-attendance) and will be assessed a \$50 No-Show fee for each class not attended. Students must login and complete an assignment prior to the refund date for Online classes. Students who do not login and complete an assignment will be dropped as a No-Show (for non-attendance) and will be assessed a \$50 per course no-show fee.

### 100% Refund Periods - (also applies to Evening and Outreach classes):

#### • 12 or More 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 8-11 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.

### 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 processed. Ruling on the appeal will be determined by a committee consisting of the CFO/VP of Administrative Services, VP of Student Services, and representatives from the Registrar, Business, and Financial Aid offices.

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

I understand when I register for any class or receive any services from Garden City Community College (including but not limited to: tuition and fees, room and board, textbooks, supplies, etc.) I accept full responsibility and agree to pay for all associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and/or receipt of services, and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Garden City Community College is providing me educational and associated services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees, housing, and other associated costs by the published or assigned due date.

I understand in the event action is required to collect payment herein, I further agree to pay the associated costs of collection agency fees up to the State of Kansas maximum fee of 15% of the unpaid debt after default or attorney fees for collecting outstanding debt.