



**Policy 5.11**  
**Tuition Policies**  
Reviewed 12/16/2015

**Tuition Waivers Policy**

A full refund of tuition and fees may be made in the case of significant personal circumstances or death or serious injury/illness requiring extensive hospital and/or convalescent care which prohibits return to class within the calendar semester. Students must complete a petition to request a tuition waiver and will be required to provide medical or other official documentation.

If a student's course schedule is reduced at the convenience of the College, such as in the case of cancellation for insufficient enrollment, tuition and fees will be adjusted without penalty.

**Tuition and Fees Payment Policy**

Registration is complete only after a student has paid tuition and fees in full. Payment of tuition and fees must be made on or before the first (1<sup>st</sup>) day of the semester. Payment in full is defined as having made full payment, enrollment in an approved payment plan with FACTS, a financial aid deferment, or documentation of payment by a third party.

Students who are unable to make full payment for current term receivables by the payment due date must make arrangements for a payment plan with FACTS (online at college's website). The College will drop classes for students who have not paid or made the appropriate arrangements for payment by the due date. Students will be responsible for payment if a class is not dropped before the 5<sup>th</sup> day of the semester. Students who are removed from on-campus housing due to conduct violations will be responsible for payment of rental fees through the full term of the contract. Students who are suspended or expelled will be held responsible for the tuition and fees for the semester in which the disciplinary action was taken.

**Financial Aid Disbursement**

Financial aid will be disbursed on the 14<sup>th</sup> day of the semester.

*Review/Revision History:*

*Revised 9/27/06*

*Revisions approved through Shared Governance on 12/15/10*

*Reviewed through Shared Governance 12/16/2015*