Refund Policies
Students may drop classes with no obligation for tuition and fees through the fifth day of the semester. Students are obligated for payment for any classes dropped after the five-day drop/add period. Students who have received Financial Aid after the drop/add period will be obligated to repay a pro-rated portion of their aid. For courses which begin on an irregular start date, students may drop classes with no obligation for tuition and fees prior to the second class session or within two days after the first class session whichever comes first. Financial aid for all registered credits will be disbursed at the regularly scheduled disbursement date (twelfth day of the semester). Students who drop “irregular start date” courses for which they received financial aid will be required to repay in accordance with federal and state repayment policies. If a fee for a dropped class is for the recovery of costs already incurred by the College, refund of such fees is at the discretion of the Provost or designee.

Refunds for Partial Withdrawals
Refunds are not given to students who withdraw from a portion of their total credit load after the drop/add period.

Refunds for Total Withdrawals
Refunds for official total withdrawal from the College will be issued in accordance with the following schedule:

Regular Academic Year:
Withdrawal Period Refund %
1st through 5th class day of the term 100
6th through 10th class day of the term 75
11th through 15th class day of the term 50
16th through 20th class day of the term 25
after 20th class day 0

Summer Session:
Withdrawal Period Refund %
1st through 5th class day of the term 100
6th through 10th class day of the term 50
after the 10th class day of the term 0

Refund/Repayment of Federal (Title IV) Funds
If a student who has received Federal Grant or Loan funds withdraws from the college, the Financial Aid Office is required to calculate the amount that the student may have to repay the Federal Government. The calculation is for the amount that the student earned and the amount of unearned funds that have to be returned to the appropriate Title IV program. This calculation will be made notwithstanding current MnSCU refund policies. If the student does a total withdrawal prior to completing the 60% point of the term, a prorated refund of Federal funds will be used. The student can estimate the amount of refund due the Federal Government by dividing the number of days in the term by the date the student withdraws. This will then give the student an idea of the amount of unearned funds that will need to be returned to the Federal Government. The refund of Federal Funds will be in the following order:
- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Perkins Loans
- Federal PLUS Loans
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- Other assistance under Title IV for which a return of funds is required

All refunds will be made to the Federal Government within 45 days.

Students who withdraw after the 60% point of the term will not have to repay any Federal funds.

Students who withdraw must contact an advisor in the Student Services Office to initiate an official withdrawal form.

Students who do not officially withdraw will have their withdrawal date calculated at the 50% point or the last date of attendance reported by the instructor. Students who do not officially withdraw can therefore anticipate that a minimum of 50% of all Federal Funds received were unearned and therefore must be repaid.

In all instances regarding the refund of Federal funds, the college will bill the student for the amount that has been returned to the Federal program or programs.

If the student owes a repayment of a Pell Grant because of a total withdrawal from college and fails to establish a repayment schedule with the Business Office within forty-five (45) days, the National Student Loan Database System (NSLDS) will be notified that the student is in an over-payment status. The student will not be eligible for any future Title IV Federal Student Aid until the entire over-payment status has been fully repaid.

Students who officially withdraw from all classes and receive State financial aid funding (including State grant, Child Care Grant, SELF Loan, Safety Officer’s Survivor’s Grant and MN Indian Scholarship, etc.) a portion of the unearned funds must be returned if the total withdrawal took place within the first 20 business days of the semester (full semester classes). Unearned funds are calculated by using the MN Office of Higher Education refund calculator.

A post withdrawal disbursement will be made if a student has eligibility for the Title IV funds.