

OWENS COMMUNITY COLLEGE PROCEDURES

Refund of Tuition and Fees

Board Policy No.: 3358:11-3-21

PROCEDURES:

A student must drop a course or officially withdraw from all courses in accordance with the posted withdrawal/refund schedule and college procedures. A student may be eligible for a refund of tuition and fees, in accordance with the following procedures:

- (1) Full term classes. Refunds of tuition and other refundable fees, less any amount owed, are based, as follows for fall and spring semesters.
 - (a) Credit hours dropped prior to the beginning or during the first five days of either semester – one hundred per cent of tuition and eligible fees.
 - (b) Credit hours dropped on the sixth through tenth days of either semester – sixty per cent of tuition and eligible fees.
 - (c) Credit hours dropped on the eleventh through fifteenth days of either semester – fifty per cent of tuition and eligible fees.
 - (d) There will be no refunds of tuition and eligible fees for students who drop credit hours after the fifteenth day of the semester.
- (2) Other classes. The refund rule for classes offered in the summer semester, weekend part of term or other courses that vary from the standard schedule of a full term semester, will have the same refund percentages as listed above, and the periods of time provided for refunds will be adjusted proportionately.
- (3) To be eligible for a refund, a student must drop a course or withdraw from all courses no later than the posted date on the refund schedule.
- (4) The current semester refund schedule for tuition and fees shall be electronically posted on the College's web pages:
 - (a) Tuition and Aid. <https://www.owens.edu/tuitionaid/>
 - (b) Student Accounts. <https://www.owens.edu/student-accounts/deferred.html>
 - (c) Records. <https://www.owens.edu/records/registration/>

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- (5) A request for an exception from the refund schedule may be considered either due to documented college error; or, if the student has a non-recurring, catastrophic or life-threatening circumstance beyond their control and needs to withdraw from all classes, in accordance with the 3358:11-2-14 Course Withdrawal Procedures.
- (6) A student may also reference the following:

Adding and Dropping Course Link: <https://www.owens.edu/records/add-drop-ins/>

3358:11-2-14 Course Withdrawal Procedures and Form Links:

- (a) <https://cdn.owens.edu/trustees/procedures/proc3358-11-2-14.pdf>
- (b) https://cdn.owens.edu/records/special_withdrawal_form.pdf

Effective Date 8-15-2020