

CHAPTER 5: Administration

Policy 5H.2: Refund of Tuition and Fees

Definitions

Business Day: Business days are defined as Monday through Friday, excluding posted holidays (For business day service hours see Anoka-Ramsey Community College [Procedure 1A.11/11 Hours of Service](#).)

Drop: Students are allowed to drop any course through the fifth business day of each term. (Courses that do not start during the first week of the term have an adjusted drop schedule.) Students who drop a course will receive a full refund of tuition and general fees. Dropped courses do not appear on a transcript and do not impact academic standing.

Withdrawal: Students are allowed to withdraw from a course through approximately 80% of the term. (Courses that are shorter than the full term have an adjusted withdrawal schedule.) Withdrawal courses appear on a transcript as a “W” and have a direct impact on academic standing and financial aid status. There are two types of withdrawal:

Partial Withdrawal: A withdrawal from at least one but not all registered courses. No refunds are granted for partial withdrawals.

Total Withdrawal: A withdrawal from all registered courses. No refunds are granted for total withdrawals except as described below.

Refunds are determined according to the refund schedule below.

Fall and Spring Semesters	
(for courses starting the first week of the term)	
Drop Period	Refund Allowed
Through the 5 th business day of term	100%
Total Withdrawal Period	
6 th through 10 th business day of term	75%
11 th through 15 th business day of term	50%
16 th through 20 th business day of term	25%
After 20 th business day	0
Summer Session	
(for courses starting the first week of the term)	
Drop Period	Refund Allowed
Through the 5 th business day of term	100%
Total Withdrawal Period	
6 th through 10 th business day of term	50%
After 10 th business day of term	0

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Exceptions to Refund Period:

- For courses that start after the 5th business day of the term and that meet at least three times, a student must drop the course no later than the first business day after the first class session to receive a full refund of tuition and fees.
- For courses that start after the 5th business day of the term and that meet less than three times, a student must drop the course two business days before the start of the first class session to receive a refund of tuition and fees (example: Business 1189).
- If injury or illness requiring extensive hospital and/or convalescent care prohibits a student's return to classes within the term, a full refund of tuition and general fees may be approved, with the exception of the MSCSA student association fee. Official documentation regarding the medical condition or emergency situation is required.
- In case of death, a full refund of tuition and general fees shall be made, with the exception of the MSCSA student association fee.
- If a student is called for active duty in the armed forces of the United States a full refund of tuition may be approved. A copy of the official call up letter to active duty is required.
- The college may waive tuition for persons under the age of 21 who are under the guardianship of the commissioner of human services provided that those persons are qualified for admission to a Minnesota state college or university and that those persons contribute toward their expenses by gainful employment if they are able to work.

Notices:

- Failure to attend class does not constitute withdrawal and/or exemption from payment.
- Refunds are issued by check and mailed to the student's permanent address within three weeks of drop and/or total withdrawal.
- No refunds for special course fees are granted unless the course is dropped before the first scheduled class session.
- A student receiving financial aid may be required to repay all or a portion of aid received for the term if the student totally withdraws, or stops attending, before 60% of the term has been completed.

History:

07.01.2001 Amended

04.24.2003 Amended

08.28.2003 Rearranged order; minor changes to comply with MnSCU changes; clarified language

01.2007 Revised "class" day to "business" day and added definition of "business day"

12.2009 Added Total and Partial Withdrawal definitions