



OKLAHOMA CITY COMMUNITY COLLEGE

## **TITLE: ADMINISTRATIVE PROCEDURE NO. 5054**

### **REFUNDS OF TUITION AND FEES**

Students will receive a 100% refund for all credit hours dropped prior to the first day of the semester or term.

### **WITHDRAWAL FROM THE COLLEGE**

Students who totally withdraw from all classes during the first two weeks of a sixteen-week semester or the first week of a four, six or eight-week semester will receive a 100% refund. No refunds will be made after this period except as stipulated for first time enrollment of Title IV recipients.

### **COMPLETE WITHDRAWAL OF FIRST-TIME STUDENTS WHO ARE TITLE IV RECIPIENTS (PRO RATA REFUNDS)**

First time Oklahoma City Community College students who are receiving financial assistance from Title IV funds and who completely withdraw from the institution during the first nine weeks of a sixteen-week semester, or the first five weeks of an eight-week semester, will have a prorated portion of their fees refunded to the appropriate assistance program.

### **SCHEDULE CHANGES**

Students wishing to make schedule changes may do so during the designated schedule change period. This period is defined as being the first two weeks of a sixteen week semester, or the first Week of a four, six, or eight week semester. Full charges will be assessed for credit hours added. A full refund (100%) will be given for credit hours dropped during this period After this schedule adjustment period (drop and add), students will receive no refund for credit hours dropped during a schedule change.

### **NON-CREDIT RECREATION AND COMMUNITY SERVICES CLASSES**

Full refunds will be granted to non-credit students who officially withdraw prior to the end of the first class meeting. Students who withdraw after the first class meeting and before the start of the second class meeting will receive an 80% refund. Students who withdraw after the start of the second class meeting will not qualify for a refund. To

officially withdraw, a non-credit student must contact the Office of Admissions and Records or the Office of Recreation and Community Services, or they will be billed for the class.

### **NON-CREDIT TRAINING CENTER CLASSES**

Participants enrolled in non-credit classes, workshops, seminars or other activities offered by The Training Center who officially withdraw before the scheduled starting time will receive a

100% refund. To *officially* withdraw, students must contact The Training Center or the Office of Admissions and Records. Participants who fail to *officially* withdraw will be billed.

### **ADDITIONAL INFORMATION**

Classes not beginning during the first week of a semester will be handled on an individual basis.

Any refund of fees outside of the official refund period will be considered on an individual basis. Such a refund will be considered if a student was prevented by an accident, illness, or other unavoidable circumstances from withdrawing during the regular refund period and is able to provide sufficient documentation of such.

A student may apply for such a "special refund" by providing a written request, along with appropriate documentation, to the Bursar's Office. The refund committee will notify the applicant of its decision, in writing, approximately two weeks after the request has been submitted.

Refund checks will be sent at the end of the fifth week for sixteen week semesters, and at the end of the third week for four, six or eight week terms.

Effective: 12-07-1998