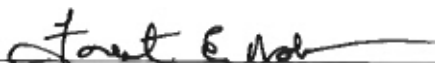


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	STUDENT TUITION AND FEE REFUND	Procedure Number:	6-5-102.1
Institutional Authority:	Chief Student Services Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	6-5-102		

Approved:


President


Chief Student Services Officer

Date

Adopted: 07/01/2004

Date

Revised: 06/04/2019

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Aiken Technical College will provide a 100 percent tuition refund for students who drop classes before classes begin. In addition, the College will provide a 100 percent tuition refund for students who drop classes during the add/drop and late registration periods. For each class in the fall and spring semesters and summer term this period is essentially the first week of classes (five instructional days). Because the mini-terms provide accelerated class activity, the add/drop, late registration, and 100 percent tuition refund will be prorated accordingly (generally two instructional days during fall, spring and summer mini-terms).

Once the add/drop, late registration, and 100 percent tuition refund period has expired, Aiken Technical College will not process a refund for students enrolled in classes.

If the refund period expires on a holiday or non-working day, the period will be extended to the next working day of the College.

Although the Technology Fee is refundable according to the schedule outlined above, other fees are non-refundable as specified.

Refunds of tuition and refundable fees will be handled according to the following procedures:

1. Refunds, when justified, will be made to those students who drop (either online or by submitting a completed Add/Drop/Withdrawal Form) during the official add/drop/refund period with the academic term for which the refund is requested.
2. Should the College cancel a class, a refund of the entire amount paid for tuition and refundable fees will be made with no action required by the affected students.
3. Students who elect to test out of a course(s) after the Add/Drop date will not be eligible for a refund since a grade will be issued (see ATC policy 4-5-107 Institutional Credit by Exam).
4. When an enrollment status change results in a student taking fewer than 12 credit hours, tuition and refundable fees will be recalculated based upon remaining credit hours. The difference between the tuition and refundable fees after the status change and the amount originally paid will be the basis for calculating any refund.
5. Full tuition and fees for the current term will be refunded to the beneficiary of any student who dies while enrolled as a credit student.
6. Students in a branch of the United States Military or Reserves who are called to active duty will be entitled to a full refund of tuition and refundable fees. In order to qualify, a student must submit a copy of their military orders indicating that they will not be able to complete their class obligations. If a student is called to active duty after the mid-term date for the semester, term, or session, the student may negotiate to complete the course as an independent study student. If this is agreeable to the student's instructor, they may remain enrolled in their class(es). Under such an arrangement no refund will be processed.
7. The College will return any Tuition Assistance (TA) program funds through the Department of Defense (DoD) TA program directly to the Military Service, not to the service member. Up to the start date of class, the College will return all (100 percent) of TA funds to the appropriate Military Service when the service member does not begin attendance at the institution. Up to the start date of class, the College will return all (100 percent) of TA funds to the appropriate Military Service for courses that the student does not start regardless of whether the student starts other courses. The College will return any unearned TA funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds will be earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.
8. A student who never attends class or has no academic activity (for on-line courses) will be considered a "No-Show" and will be treated as if the student dropped before the start of the term.

9. Students withdrawing after the periods listed above will receive no refund unless, upon review of the Chief Student Services Officer or designee, it is determined that extenuating circumstances were present over which the student had no control and which were not reasonably foreseeable by the student at the time of registration.
10. Students who paid tuition and refundable fees for an upcoming term and are subsequently placed on academic suspension or academic dismissal for that term will be refunded 100 percent of tuition and fees.
11. Continuing Education

Students withdrawing from a course three or more business days before the course begins will receive an 85 percent refund of the course tuition less non-refundable fees.

There is no refund for students dropping classes after this period.

Upon review of the Chief Academic Officer or designee, extenuating circumstances were present over which the student had no control and those circumstances were not reasonably foreseeable by the student, then a full or partial refund may be granted after the class starting time.