

# PROCEDURE

Number: 9.2.5.1  
 Related Policy: 9.2.5  
 Title: Tuition Refund for Credit Courses  
 Responsibility: Assistant Vice President/Controller

Original Approval Date: 06-01-2000  
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President

Students who wish to receive a refund must initiate and complete the withdrawal process to be eligible for a refund. Students should use their WaveNet account to drop courses. Refunds are calculated based on the date on which the course is dropped. Tuition is charged for any class for which a student is enrolled after the drop period.

## I. Refunds

Tuition refunds will be made according to the refund schedule below.

Refund	Tuition	Fees
Before classes begin	100%	100%
During the Add/Drop period	100%	100%
Period after the Add/Drop equal to the length of Add/Drop*	50%	n/a

*\*For all semester including those shorter than full term, the 50% refund period is equal to the same length of the add/drop period for that term.*

Refunds will be processed after the Add/Drop period. All refunds are mailed to the student's address of record at Horry-Georgetown Technical College (HGTC), unless the student has requested to receive refunds via direct deposit into a checking or saving account which the student sets up through their WaveNet account. Refunds are processed within 2-4 weeks after the start of the term.

For cancelled classes, a full refund for the cost of class will be refunded. These refunds will be processed after the Add/Drop period. Refunds due to an overpayment must be requested through the Office of Student Accounts.

## II. Refund and Repayment of Title IV Funds

Any student who withdraws and has paid all or part of his/her tuition and fees with Title IV funds may create a situation where they have not earned all or part of their aid. Students who receive

Title IV funds should refer to HGTC's Title IV Refund Policy located on the College's Financial Aid web page.

### **III. Refund for Non-Credit Courses**

It is the responsibility of the student to request a refund from the Continuing Education Office at least one working day before the class is scheduled to begin. No refunds will be issued on or after the first day of class.

### **IV. Tuition Refund Appeals**

If a student feels that this policy has not been fairly applied to them or if there are extenuating circumstances that should be considered, appeal may be made in writing and addressed to the Associate Vice President for Student Affairs or his/her designee and to the Vice President for Workforce Development and Continuing Education for non-credit courses.