



College Policy 5.09

Tuition Refunds and Waivers

Part 1. Refunds and Waivers

**Subpart A. Schedule for Refunds for Dropped Classes/Withdrawals**

Minneapolis Community and Technical College will refund tuition and fees for students who totally withdraw in accordance with the following schedule. This schedule does not apply to partial withdrawals. There are no refunds for partial withdrawals except as allowed in Subpart B.

Fall and spring terms and other terms at least 10 weeks in length:

<b>Withdrawal Period</b>	<b>Refund %</b>
1st through 5th class day of term	100
6th through 10th class day of term	75
11th through 15th class day of term	50
16th through 20th class day of term	25
after 20th class day	0
Summer sessions	--
1st through 5th class day	100
6th through 10th class day	50
after the 10th class day	0

Students enrolled in terms of less than ten weeks are entitled to have the opportunity to attend the first class session without obligation. Students are obligated for any classes dropped one business day after the first class session.

If a fee for a dropped class is for the recovery of costs already incurred by the campus, such fees will not be refunded.

If a student is obligated for a dropped class, the college or university may apply the amount of the tuition and/or fees for the dropped class to the cost of an added class for the current term.

**Subpart B. Other Refunds**

The college may refund amounts due to the college for the following reasons:

- Death of student (family must provide verification)
- Medical reasons (students must provide signed documentation by a medical doctor as to why their condition prevented attendance)
- College error (students must fill out forms available in the student business office, signed by an Associate Dean, Dean or Vice President)
- Significant personal circumstances (circumstances must be documented and verifiable in a written format)

The college will not refund amounts due to the college for the required return of financial aid.

Students must petition the college for such a refund to be granted. Petitions must include appropriate documentation. Petitions must be received by July 1st. In all cases except college error, students will receive a "W" on their transcript.

### **Subpart C. Waivers**

The college must waive amounts due to the college for the following reasons:

- Employee benefit provided by a bargaining agreement
- Ward of the state
- War orphans
- Student called to military duty for any branch of the U.S. military

## **Part 2. Accountability/Reporting**

The colleges will maintain records on waivers and refunds. Refunds due to college error shall be reported annually. The Legislative Auditor may audit these records.

**Date of Adoption:** 4/26/2001

**Date of Implementation (if different from from adoption date):**

**Date of Last Review:** 4/26/2001

**Date and Subject of Revisions:**