Policy:

It is the responsibility of the student to file a written withdrawal request with the Registrar’s Office when withdrawing from a course(s) or from the College. The President shall appoint a Refund Appeals Committee to consider the facts and make decisions in refund appeal cases.

The refund schedule is based upon the dates listed in the calendar of events that appears in the Catalog. The date the student officially withdraws from College or reduces his course load shall be the date used in determining the amount of refund.

A. Matriculation, Tuition, Laboratory and Special Fees for Credit Courses

1. Withdrawal from College or Reduction of Course Load Prior to the End of Add/Drop

100% Refund of fees shall be granted to students who pay fees and officially withdraw from College or reduce their academic course load prior to the end of the College’s published add/drop period.

2. Withdrawal from College or Reduction of Course Load After the End of Add/Drop

a. College Error or College-Initiated Adjustment

100% Refund shall be granted to students who withdraw from College or reduce their academic course load after the College’s published add/drop period due to a valid College error or a College-initiated adjustment.

b. Student Choice or Responsibility

No Refund shall be granted to students who withdraw from College or reduce their academic course load through their own choice or responsibility after the end of the College’s published add/drop period, except as stipulated in “c” and “d” below.

c. Personal Emergency

A refund may be granted in valid cases of personal emergency beyond the student’s control that forces the student to withdraw from College after the end of the College’s published add/drop period but not beyond sixty (60) percent of the term for which the student is charged. Personal emergency shall be as defined by College Administration.
and the appropriate documentation must be submitted to verify refund claims. The amount of the refund shall be based on the pro-rata provision stipulated in the “Refunds” section of the current Palm Beach State College student handbook.

d. **Title IV Financial Aid Recipients**
   Students who are Title IV Financial Aid recipients who officially withdraw from all credit classes after the published add/drop period but not beyond sixty (60) percent of the term for which they are charged shall be refunded on the pro-rata basis stipulated in the federal financial aid pro-rata provision of Federal Statute 34-CFR-668.22.

3. **Cancellation of Course**
   100% Refund of fees shall be granted in all cases of official cancellation of classes by the College.

B. **Out-of-State Tuition Fee for Credit Students**
   100% Refund of this fee shall be granted to students who are officially declared to be a resident of Florida prior to the first day of classes of any term. No Refund shall be granted to students whose residence changes to in-state after classes have begun for the term.

C. **Application Processing Fee and Registration Fee**
   The application processing fee and registration fee are non-refundable fees.

D. **Non-Credit Continuing Workforce Education Course Fees**
   No refunds are given for a registration fee of $10.00 or less unless the class is canceled by the College. Requests for other refunds, due to extenuating circumstances, may be considered upon receipt of a written request to the Campus Administrator of Career and Technical Education.

E. **Falsification of Application**
   Falsification of application shall subject the student to immediate dismissal with no refund.

F. **Outstanding Financial Obligations**
   Any refund due to students who have an outstanding financial obligation to the College shall be applied toward satisfying that obligation.