

<b>TITLE</b>	Refunds	<b>NUMBER</b> 6Hx-18-4.29
<b>LEGAL AUTHORITY</b>	1001.61 FS, 1001.64 FS, 1001.65 FS	<b>PAGE</b> 1 of 2
<b>DATE ADOPTED/AMENDED</b>	Readopted 2/27/1975; Amended 2/2/1976, 7/26/1979, 6/17/1981, 1/19/1983, 6/20/1984, 5/17/1989, 6/10/1992, 12/14/1994, 8/9/2005, 2/21/2023	

**Policy:**

The College will publish add/drop dates and withdrawal dates related to course offerings. It is the responsibility of the student to review and verify the accuracy of their student schedule to reflect the courses in which they intend to receive instruction. A student’s failure to properly notify the College on or before the published dates for full refund will result in the student’s responsibility to pay the fees. Students who do not attend classes during the attendance verification date will be dropped from the course(s) for nonattendance. Students can submit a request with the Registrar’s Office when requesting a withdrawal or refund after the published add/drop dates and withdrawal dates.

The President shall delegate the authority to the College Registrar or other designees to consider and make decisions in refund appeal cases. Refunds are eligible in the following circumstances:

**I. Prior to the End of Add/Drop Period**

- a. One hundred percent (100%) refund of tuition, out-of-state fees and other fees when official drop initiated by the student prior to the end of the published add/drop period.
- b. Students who have not paid in full or have not satisfied financial aid or other funds to satisfy the amount due will be dropped for non-payment.

**II. After the End of Add/Drop Period**

- a. A student may withdraw without academic penalty from any course by the mid-point in the semester.
  - i. Fees will not be refunded or prorated for a withdrawal.
  - ii. Procedures for academic course withdrawal shall be published in the catalog or student handbook.
  - iii. Midpoint shall be defined as the point after which midterm assessments are completed, not to exceed 70% of the term.
  - iv. Withdrawals after the 70% date would be granted only through institutional procedures established by the College Registrar.
- b. Refunds after the College’s published add/drop period are only reviewed for consideration based on the following extenuating circumstances.

- i. Circumstances that would be considered College error or initiated adjustments.
  - ii. Valid cases of personal emergency, determined by the College Registrar, in which circumstances beyond the student's control forces the student to withdraw from sixty (60) percent of the term for which the student is registered.
    - (1) Students must submit a request for refund for consideration.
    - (2) Appropriate documentation must be submitted to satisfy refund claims.
    - (3) Circumstances may include but not be limited to serious illness, death, involuntary call to active military duty, or other emergency circumstance or extraordinary situations identified by college rule.
    - (4) The amount of the refund shall be stipulated in the "Refunds" section of the current Palm Beach State College student handbook.
- c. **Exceptions to the one hundred percent (100%) refund provision shall be made pursuant to federal rules for prorated refunds.**
- i. 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 have federal title IV funds returned on the pro-rata basis stipulated in the federal financial aid pro-rata provision of Federal Statute 34-CFR-668.22.