

**GUIDELINES FOR POLICY  
803.02: REFUNDS**

1. Official Withdrawal

In the case of an official withdrawal, the student's withdrawal date is either the date the student notifies the school of his or her intent to withdraw or the date of withdrawal specified by the student, whichever is later.

2. Unofficial Withdrawal

In the case of an unofficial withdrawal, the withdrawal date is the last recorded date of class attendance (as documented by the institution). Further, the institution is required to determine the unofficial withdrawal date within 30 days of the end of the period of enrollment, the academic year, or the program, whichever is earliest.

3. First Day of Class

The first day of class is the first official instructional day of class as stated in the institution's published calendar. There is only one first day.

4. Other Institutional Charges

Other institutional charges during the first, second, or third week of class include room, board, and fees as defined in State Board Policy 804.01.

5. Week

First day of class running seven calendar days (inclusive of Saturday and Sunday).

6. Non-Returnable Items

Non-returnable items may vary by institution. Each institution has the obligation to notify students at the time of registration of all non-returnable items, such as medical and health supplies or equipment, uniforms, tools and supplies.

7. Refund Calculations

The Business Office is responsible for the calculation and payment of all refunds/repayments of tuition and other appropriate institutional charges, rounding to the nearest dollar.

8. Refund Administrative Fee

The refund administrative fee is only withheld from the refund made during the first, second, or third week of class.

(Approved: June 2008)  
(Effective: June 2009)

9. Net Tuition and Other Institutional Charges

Net tuition and other institutional charges is the sum of tuition and all other institutional charges less the Refund Administrative Fee.