

## FEE REFUND POLICY

A student who OFFICIALLY AND COMPLETELY WITHDRAWS FROM SCHOOL by completing an EMCC Withdrawal Form before completion of the course will have refundable charges adjusted as follows:

| Tuition                             | % Adjusted or Refunded |
|-------------------------------------|------------------------|
| Before scheduled first class        | 100%                   |
| Before completing 2nd week of class | 75%                    |
| Before completing 3rd week of class | 50%                    |
| Before completing 4th week of class | 25%                    |
| No refund after the 4th week        | 0%                     |

Adjustments to tuition and fees for dropping and adding a class will not be made during the semester except for adding 2nd intensive or late term classes. In other words, no adjustments to fees will be made after the semester's official enrollment status date except for late-starting classes.

## REFUNDS OF FEDERAL/STATE GRANTS AND STUDENT LOANS

Refunds of all financial aid begin after the official enrollment audit, which occurs during the 6<sup>th</sup> week of class.

Class withdrawals affect enrollment level and refunds. If a student withdraws from part of his/her schedule, a recalculation of all financial aid and refunds may be necessary. If a student withdraws from all classes, financial aid will definitely be recalculated, refunds will be adjusted or cancelled, and a repayment of Federal or State funds may be necessary. The immediate repayment of federal loan and federal grant monies is a definite possibility when students withdraw completely or drop out.

Students receiving financial aid should talk with the EMCC Financial Aid Office prior to dropping a class or withdrawing.

**\*\*All students must be enrolled in and maintain 15 hours to receive institutional scholarships and state financial aid. This also applies to Tuition Assistance.**

**\*\*All students must be enrolled in and maintain a minimum of 12 semester hours of traditional face-to-face courses to live in the residence hall.**