




Title: Tuition & Fee Refund Policy	
Written by: Director of Business Services	
Date Initiated: 4/2007	Date Revised: 4/2013
Approved by:  _____ Chancellor	Governing Board Approval: _____ Date
1/12/2016 Date	1/12/2016 Date

PURPOSE

The College uses the following guidelines and policy in determining tuition and fee refunds for students. It is very important to be aware of the Refund Policy for Trinity College, as well as all other institutions, including Black Hawk College and Eastern Iowa Community College District. The Refund Policy varies by institution in which the courses are offered; therefore students should check the Refund Policy for each institution.

In the event the College cancels a class, and an alternative class is not available, 100% of the class tuition will be refunded.

POLICY

A student is financially responsible for all tuition and fees for all classes not officially dropped by the appropriate refund date. For accelerated semesters, it is important for students to note the last day of the 100% refund period if they are not able to secure funds to pay tuition and fees. Students who are unable to arrange payment with the College should drop their courses within the refund period to avoid incurring non-refundable tuition, fees, and other charges. It is the student’s responsibility for dropping a course or courses (face-to-face and/or online).

If a student stops attending a course or courses without officially dropping or withdrawing, the student may receive an F due to absence from the classroom/clinical rotations and/or be withdrawn administratively by faculty. If a student never attends a course in which they are enrolled, the faculty will drop the student because of non-attendance and/or non-participation.

Withdrawal and/or non-attendance might result in change to financial aid eligibility. If a withdrawal request is sent by mail, the date the request is received by the College will determine the percentage of the refund. No refunds are granted if a student is dismissed for disciplinary reasons.

Students need to review the Financial Obligations policy and the Financial Aid policy for a detailed explanation regarding the required refund of Federal Financial Aid when withdrawing from a course or all courses.

Semester Length	100% Refund	80% Refund	No Refund
7 to 16 Weeks	Through the 7th calendar day of the semester	Through the 14th calendar day of the semester	After the 14th calendar day of the semester
3 to 6 Weeks	Through the 3rd calendar day of the week in which the course begins	Through the 6th calendar day of the week in which the course begins	After the 6th calendar day of the week in which the course begins
1 to 2 Weeks	Through the first calendar day the course begins	Not Available	After the first calendar day the course begins
Summer Session 13 weeks-Accelerated	Through the 7th calendar day of NUR A101 (100%) plus 100% refund for NUR A102 & NUR A212	Through the 14th calendar day of NUR A101 (80%) plus 100% refund for NUR A102 & NUR A212	After the 14th calendar day of NUR A101 (0%) plus 100% refund for NUR A102 & NUR A212