Title: Tuition & Fee Refund Policy

Written by: Director of Business Services
Date Revised: 4/2013

Approved by: 
Chancellor 1/12/2016

Governing Board Approval:
Date 1/12/2016

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, Eastern Iowa Community College District, and Portage Learning. 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dropping or withdrawing, the student may receive an F due to absence from the classroom/clinical rotations and/or be withdrawn administratively by faculty.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.

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