


<b>Title:</b> Tuition & Fee Refund Policy	
<b>Written by:</b> Director of Business Services	
<b>Date Initiated:</b> 4/2007	<b>Date Revised:</b> 4/2013; 2/2022; 01/2025
<b>Approved by:</b>  <div style="display: flex; justify-content: space-between; width: 100%;"> <div>Chancellor</div> <div>1/12/2016 Date</div> </div>	<b>Governing Board Approval:</b> <div style="display: flex; justify-content: space-between; width: 100%;"> <div></div> <div>1/12/2016 Date</div> </div>

### **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. Students who are unable to arrange payment with the College should drop their course(s) within the refund period to avoid incurring non-refundable tuition, fees, and other charges. It is the student's responsibility for dropping a course(s).

If a student fails to maintain attendance in accordance with the Attendance policy the student needs 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. The chart below can be referenced when determining if a refund of tuition and fees is due to the student.

If a student never attends a course(s) in which they are registered, the faculty will drop the student due to non-attendance at the end of the first week of the course(s) and the student will be issued a 100% refund for that course(s).

Withdrawal and/or non-attendance might result in change to financial aid eligibility. No refunds are granted if a student is dismissed for disciplinary reasons.

Semester Length	100% Refund	80% Refund	No Refund
7 to 16 Weeks	Through the 7th calendar day of the week in which the course begins	Through the 14th calendar day of the week in which the course begins	After the 14th calendar day of the week in which the course begins
1 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