

## WITHDRAWALS & REFUNDS

The official withdrawal forms and the request for refund forms may be obtained in the Office of Student Services. The refund of tuition and fees is rounded to the nearest dollar and is computed according to the student's last date of attendance. The \$25.00 late registration fee is nonrefundable. Student accident insurance and malpractice insurance are nonrefundable after the first day of the semester.

For withdrawal purposes, during mini-sessions a week is defined as two days. No refunds after the sixth class day. Refund checks are processed three to six weeks after the first day of the semester as published in the College Catalog and semester schedule.

Students who are active members of the Alabama National Guard or reservists who are called to active duty in the time of national crisis will receive a full tuition refund at the time of withdrawal if the student is unable to complete the semester due to active duty orders. If a National Guard student is receiving Title IV funding, a re-calculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

### ***Partial Withdrawal***

Students who do not completely withdraw from the College but drop a class during the drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

### ***Complete Withdrawal***

A student who officially withdraws from the College before completing the semester may claim a refund according to the following schedule:

Withdrawal before the first day of the term as published in the College Catalog and semester schedule	100% of tuition and fees refunded
Withdrawal during the first week of classes	75% of tuition and fees refunded
Withdrawal during the second week of classes	50% of tuition and fees refunded
Withdrawal during third week of classes	25% of tuition and fees refunded
Withdrawal after close of third week of classes	No refund

Any student involved in an incident such as, but not limited to, unsatisfactory clinical performance will receive the grade of "F" in the course, which will not be posted until the end of the semester to the student's transcript. The student will not be allowed to withdraw regardless of the College published withdrawal date. ***This policy supersedes the College withdrawal policy. A student assigned a failing grade by an instructor in the aforementioned circumstance may appeal the grade using the published grade appeal process.***

### ***Delinquent Accounts***

A student who has a delinquent account at the College for any fee or fine may not complete registration until his/her account has been satisfied. The College may withhold transcripts and diplomas until any indebtedness is paid. As required by the State of Alabama, the College may use any legal means to collect the amount due. Delinquent accounts will be referred to outside collection agencies and will be

reported to national credit bureaus. Should it become necessary for CACC to retain an attorney or collection agency to secure payment of any amount due, the debtor is responsible for paying all attorney's fees, court costs, and collection agency charges.

***Administrative Fee***

An administrative fee not to exceed five percent of tuition and other institutional charges or \$100.00, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending the third week of class.

***Withdrawal from Community Service Courses***

Refunds for community service courses must be requested before the first class meeting. No refunds are available for community service courses after the student attends a class. If eligible, students may receive a refund of community service course fees by completing a refund request form located in the Office of Records.