

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 5920 Student Refund Claims

It is the Administrative policy of the Southwestern Oregon Community College that refunds for tuition, registration fees, and class fees will be granted at 100% within the following schedule:

- (Full term - greater than 8 weeks) course refunds are available until Wednesday of the second week of the term (census).
- (Subterm - less than 8 weeks) course refunds are available until the second day of subterm (for example, course starts on June 16 and refund is available until June 17).
- (Field trip and seminar) course refunds are available until the day before the course date (for example, field trip is February 26, drop date is February 25).

Students may appeal this schedule in special circumstances during that same term by submitting an Exception to Policy/Request for Refund form available at Student First Stop.

Adopted by Board of Education:

Policy #7.058 June 17, 1985

Revised: July 20, 1992

Revised: March 28, 1994

Changed to Administrative Policy January 22, 1996

Revised: May 2, 2018 (formerly Admin. Policy 9.034)

Updated number: October 23, 2023 (Formerly APP 8034)