

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: <b>REFUNDS OF STUDENT CHARGES</b>		Original	Policy #:
		Issue Date: 1995	160
		Supersedes: February 2003	Effective Date: August 10, 2006
Committees Consulted: Office of Financial Aid College Administration	Reviewed & Approved by: Dean, Administrative & Student Services College Planning Board of Trustees	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health	

## **PURPOSE:**

To ensure that the processes for refunding student charges are fair, equitable, and publicized.

## **POLICY:**

Students in degree-granting programs are eligible for refunds only upon withdrawal from all classes.

Refund appeals may be made to the Divisional Dean or Director.

- The Dean or Director's decision is final.

### Education and Consulting Service (EDCOS)

The refund policy will be included on course advertisements/flyers.

A full refund will be issued if:

- The class/program is canceled
- Written notification of participant nonattendance is received a minimum of five working days prior to the start of the program.

No refund will be issued if participant cancels less than five working days prior to start of program.

### School of Nursing

The School of Nursing (SON) administrative fee and tuition are refundable. All other fees are nonrefundable.

Refunds will be processed upon receipt of completed Refund Request form.

- Refund Request forms are available from the Office of Financial Aid
- Refund Request must be submitted in person after withdrawal from all classes

No refunds will be made after the third week of the semester

#### **EXCEPTION:**

Students, who receive tuition-only financial aid after they have paid tuition, may receive refunds.

Students in the first semester will be given:

- Tuition refunds until the seventh week of the semester according to the schedule below
- Administrative fee is refundable up to \$85.

Refund percentages are calculated from the time-stamped date of receipt of completed Refund Request form, not date of last attendance.

Refunds will be issued within 60 working days from receipt of the Refund Request.

Subject:

**Refunds of Student Charges**

The Tuition refund schedule is as follows:

<b>Date Request Received</b>	<b>Refund of Tuition Charges (%)</b>
On or before 1 <sup>st</sup> week of semester	100
2 <sup>nd</sup> – 3 <sup>rd</sup> week of semester	71
4 <sup>th</sup> – 7 <sup>th</sup> week of semester for 1 <sup>st</sup> semester only	50

Maximum refund is the amount of tuition paid by the student for the semester withdrawn.  
Refunds to students withdrawing from short-term (e.g.: 9 week) courses

<b>Date Request Received</b>	<b>Refund of Tuition Charges (%)</b>
On or before 1 <sup>st</sup> class meeting	100
2 <sup>nd</sup> – 3 <sup>rd</sup> class meeting	71
4 <sup>th</sup> class meeting	50

Deferred tuition amounts or tuition covered by tuition scholarships/grants will not be refunded to the student.

**Students on Leave of Absence (LOA)**

A student who has a written, approved LOA but who does not return at the end of the LOA, will be considered withdrawn as of the student's last day of attendance.

The refund amount will be calculated based on the student's last date of attendance, prior to beginning the LOA.

**Financial Aid Refunds**

Financial aid awarded for the semester in which the student withdraws will be refunded to the appropriate agencies and/or fund accounts as stipulated by federal regulations.

Financial aid awarded for a semester in which the student does not begin classes will be refunded to the appropriate fund accounts and all loan checks received will be returned to the lender(s).

**PROCEDURE:**

The student requesting the refund will:

- Complete Refund Request form
- Submit request to Registrar after officially withdrawing from all classes.

Registrar/designee will:

- Date/stamp Refund Request upon receipt
- Verify information entered on Refund Request form:
  - Section A: Student Information
  - Section B: Reason for Refund Request
- Submit form to Financial Aid within five working days of receipt of request
- Verify refund calculation.

Subject:

## **Refunds of Student Charges**

The Office of Financial Aid will:

- Verify information entered on Refund Request Section C: Payment Sources
- Calculate refund amount
- Request check from Expenditure Management
- Disburse refund check as directed on Refund Request: Section D
- Provide student with authorization form to pick up check
- Track refunds on Refund Log.

### EDCOS

Student will complete Refund Request sections A, B, & D.

Program coordinator will:

- Include refund policy on all course advertisements/flyers sent to the public
- Return check to any participant who cancels attendance within specified time frame
- Complete Refund Request section E.

### Refund Appeal

Students who believe that the amount refunded is not fair and equitable, may submit a written appeal addressed to the academic Dean or Director stating the:

- Reason for disagreeing with the calculated refund
- Expected outcome of the appeal.

The academic Dean or Director will review all relevant documents and respond with a decision within 30 days from receipt of the letter of appeal.

### **PROCEDURE DOCUMENTATION:**

Refund Request  
Refund Log

### **REFERENCES:**

Accrediting Commission for Community and Junior Colleges. Western Association of Schools and Colleges: Policy on Refund of Student Charges  
School of Nursing Catalog  
School of Nursing Application Packet: School of Nursing Fee Schedule  
Education and Consulting Service Policy #200: Continuing Education Approval