A. Purpose

To set forth Gaston College policy concerning tuition refunds and the procedures to be followed in making refund requests.

B. Responsibility

1. It is the responsibility of the student to initiate a request for refund in cases where he/she believes he/she is eligible for such refund.

2. It is the responsibility of the Vice President for Student Services and Enrollment Management to make the final determination concerning the student's eligibility for refund.

3. It is the responsibility of the Business Office to make authorized refunds to students.

C. Procedures

1. Request for tuition refund should be made to the Vice President for Student Services and Enrollment Management. A pre-registered curriculum student who officially withdraws from a curriculum class prior to the first day of the college’s academic term will be eligible for a 100 percent tuition refund.

2. Refunds are made up to the 10 percent point of the class or 10 percent of the term. Refunds are not granted after that time.

3. Once the class or term has begun, a 75 percent refund will be granted up to the 10 percent point.