

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 4130

TITLE: SFSC REFUND PROCEDURE

BASED ON POLICY: 4.13 REFUNDS

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

I. Purpose:

To establish those conditions on which the College will issue refunds for course and lab fees

II. Procedure:

Students are required to notify the College if they are dropping a course or withdrawing from the College. Refunds must be requested within the refund period. The refund period for spring, summer, and other short terms is reduced in proportion to the length of the term. Exceptions to this rule must be requested in writing to the Academic Appeals Committee and be based upon documented reasons beyond the student's control.

Changes in a student's schedule may require a refund. For example, a student who drops a class during the refund period and adds another will have the money paid for the dropped class transferred toward the added class.

All refunds are paid by College check unless fees were paid by credit card. Fees paid by debit/credit card are refunded to the same card. Fees paid by check will not be refunded until the student's check clears the College's bank.

Refunds for college credit, career certificate, and short term classes:

- A. Fall and spring terms: 100% refund when official withdrawal is received by the Office of the Registrar by the close of business on the last day of the add/drop period.
- B. Spring and summer terms: 100% refund when official withdrawal is received by the Office of the Registrar by the close of business on the third day of classes. This provision applies to other six- and eight-week terms or courses.

- C. Full term technical classes, 150-1,320 contact hours: 100% refund when official withdrawal is received by the Office of the Registrar office prior to end of first calendar week of student enrollment.
- D. Short term technical classes, 30-149 contact hours: 100% refund when the Office of the Registrar receives the withdrawal prior to second class meeting.
- E. Short term technical classes, 1-29 contact hours: 100% refund when the Office of the Registrar receives the official withdrawal prior to the second class meeting, except in the case of single session classes, workshops, or seminars, when official withdrawal must be completed and received by the Office of the Registrar prior to the start of the class or activity.

Special Refunds

The College will issue or apply 100% refund for courses for the following schedule changes:

- A. Courses canceled by the College
- B. Course level changes within subject area during the first four weeks of fall and spring terms or the first 10 days of the spring and summer terms
- C. Course changes to equalize class size
- D. Course changes resulting from a College administrative action
- E. Approval of a student appeal by the Academic Appeals Committee
- F. Others as approved by the appropriate dean and in accordance with Florida Administrative Code 6a-14.0541

Written documentation is required before any of these changes can be made. Exceptions to the 100% refund provisions shall be made pursuant to federal rules.

HISTORY: Last Revised: 12/08/20

Adopted: 7/10/84

Reviewed: 10/29/04, 10/29/07, 5/01/12

Revised: 5/5/00, 10/30/01, 10/6/09, 12/08/20