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7.17. Policy 421 – TUITION AND FEE PAYMENT AND REFUND SCHEDULE – REVISED – SECOND READING

Policy 421- Tuition and Fee Payment and Refund Schedule is presented for a second reading. The revisions of this policy align with the 2030 Strategic Plan and the Lancer Success Framework's definition for student success. The Workday Student system is in its design phase and will include the proposed changes.

The policy revision includes input obtained through the shared governance system and has been reviewed by the College's legal counsel.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. There are no revisions for Second Reading.

Recommendation: Approve the revised Policy 421 – Tuition and Fee Payment and Refund Schedule.

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421 TUITION AND FEE ~~PAYMENT AND~~ REFUND SCHEDULE AND PAYMENT ~~OPTIONS~~

~~Tuition and fee refunds will be issued to eligible students based upon the effective date of withdrawal, which is determined by the date a request for withdrawal is recorded by the Admissions and Records Office. Refund eligibility for tuition and fees shall follow a consistent schedule that ensures fairness for all students.~~

~~The effective date of the withdrawal will be:~~

- ~~• The date the student's submitted withdrawal is processed in the College's student information system, OR-~~
- ~~• The date of the notification to the Student Records Office.~~

REFUND SCHEDULE

~~The tuition and fee refund schedule is below. The schedule applies uniformly to all courses.~~

~~Withdrawal on or before start of class = 100% Refund~~

~~Withdrawal before 15% of class days pass = 100% Refund~~

~~Withdrawal after 15% of class days pass = No Refund~~

Tuition and Fee Refund Schedule*

Course Length	100% Refund (Drop period)	Last day for 50% Refund	No Refund
16-week	Days 1-7	Days 8-15	Day 16+
14-week	Days 1-7	Days 8-15	Day 16+
8-week	Days 1-7	Days 8-15	Day 16+
5-week	Days 1-7	Days 8-15	Day 16+
3-week	Days 1-7	No Refund	Day 8+

~~*Refers to calendar days~~

~~One-day classes:~~

~~Withdrawal the day before class = 100% Refund~~

~~Withdrawal on or after the day of class = No Refund~~

~~A full refund of tuition and fees is granted if the College cancels a class.~~

~~When academically advisable, the administration may approve full or partial refunds of tuition or fees when students exchange one course for another.~~

~~When a student is unable to attend class due to uncontrollable and unforeseen circumstances such as extended hospitalization, a prorated tuition and fee refund may be made based upon a documented application submitted to the Controller~~

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~~or his/her designee. An appeal of the Controller's or his/her designee's decision may be directed to the Vice President for Business Services and Finance who will process the appeal or direct it to the appropriate Vice President.~~

NOTES ON WITHDRAWALS:

Extenuating Circumstances: Students who must withdraw due to documented, unforeseen circumstances, such as serious illness or military service, will receive a refund in accordance with Policy 430 Withdrawals.

College Canceled Courses: Students will receive a full refund for tuition and applicable fees for courses canceled by the College.

Courses Less than Three Weeks: Students will receive a full refund if withdrawn a minimum of one day before the class starts. There is no refund for withdrawal on the date of the class.

PAYMENT OPTIONS

~~Students have three options for paying tuition and fees to avoid being dropped from classes. Students can pay in full, enroll in an installment payment plan, or have tuition and fees paid by a third-party payer.~~

~~Students who anticipate payment of their tuition by a third-party payer will be required to enroll in a payment plan at no cost to the student, as a preventive measure to ensure that classes are not dropped in the event that third-party resources are not received.~~

Students may fulfill their tuition and fee obligations in ways that support their success and financial stability, and may choose one of the payment options below:

1. Pay in full;
2. Apply for Federal Financial Aid (FAFSA);
3. Enroll in an installment payment plan;
4. Receive sponsorship by a third-party payer (such as an employer or scholarship organization).

NOTE: Students supported by a third-party payer are encouraged to set up a payment plan as a safeguard to ensure that their enrollment is uninterrupted while payments are being processed.

~~In an effort to support students in good academic standing and prevent financial barriers to re-enrollment, the following options will be provided:~~

- ~~• Students will be retained if they have a balance due of \$500 or less. Students will be retained if they have paid 40% of their existing balance for tuition and fees, or if they have established an installment payment plan by the drop date.~~

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- ~~• Students with outstanding balances who are in good academic standing (GPA 2.0) will be permitted to re-enroll. Enrollment with an outstanding balance may not be granted over two consecutive terms.~~

~~Students not meeting the above requirements are subject from being dropped from all credit courses.~~

RE-ENROLLMENT REQUIREMENTS

Students with an outstanding bill from the current semester may re-enroll if they have a balance due of \$500 or less and a signed payment agreement in place. The balance must be paid during the next term.

CLC reserves the right to refer delinquent student accounts to external collection agencies for recovery of outstanding balances.

Adopted 11/26/1968

Amended 03/23/1971

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Amended