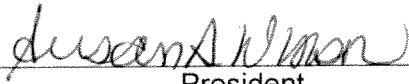


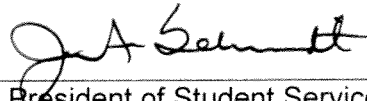
**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	STUDENT TUITION AND FEE REFUND	Procedure Number:	6-5-102.1
Institutional Authority:	Vice President of Student Services		
Associated SBTCE Policy/Procedure:	7-2-103		
Governing ATC Policy:	6-5-102		

Approved:



President



Vice President of Student Services

Date

Adopted: 07/01/2004

Date

Revised: 02/22/2010

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

Aiken Technical College will provide a 100% tuition refund for students who withdraw from classes before classes begin. In addition, the College will provide a 100% tuition refund for students who withdraw from classes during the add/drop and late registration periods. For each Term I class in the Fall Semester, Spring Semester, and Summer Term this period is essentially the first week of classes (seven calendar days including weekends). Because the mini-sessions (Term II and Term III) provide accelerated class activity, the add/drop, late registration, and 100% tuition refund will be prorated accordingly (generally four calendar days including weekends during Fall and Spring Semester mini-session and three days each Summer Term mini-session).

Once the add/drop, late registration, and 100% tuition refund period has expired for the semester, term, or mini-session, Aiken Technical College will not process a refund for students enrolled in classes.

If the refund period expires on a holiday or non-working day, the period will be extended to the next working day of the College.

Although the Technology Fee is refundable according to the schedule outlined above, the College's non-refundable fee (the Enrollment Fee) is not refundable according to ATC policy 6-5-101.

Refunds of tuition and refundable fees will be done according to the following procedures:

1. Refunds, when justified, will be made to those students who submit completed Withdrawal or Course Add/Drop forms within the academic term for which the refund is requested.
2. Should the College cancel a class, a refund of the entire amount paid for tuition and refundable fees will be made with no action required by the affected students.
3. Students who elect to test out of a course(s) after the Add/Drop date will not be eligible for a refund since a grade will be issued (see ATC policy 4-5-107 Institutional Credit by Exam).
4. When the add/drop or withdrawal results in a student taking fewer than 12 credit hours, tuition and fees will be recalculated based upon remaining credit hours. The difference between the tuition and fees after withdrawal and the amount originally paid will be the basis for calculating any refund.
5. Full tuition and fees for the current term will be refunded to the beneficiary of any student who dies while enrolled as a credit student.
6. Students in a branch of the United States Military or Reserves who are called to active duty will be entitled to a full refund of tuition and refundable fees. In order to qualify, a student must submit a copy of their military orders indicating that they will not be able to complete their class obligations. If a student is called to active duty after the mid-term date for the semester, term, or session, the student may negotiate to complete the course as an independent study student. If this is agreeable to the student's instructor, they may remain enrolled in their class(es). Under such an arrangement no refund will be processed.
7. Students who never attend class ("No Shows") will be considered to have constructively withdrawn before the start of the term.
8. Students withdrawing after the periods listed above will receive no refund unless, in the opinion of the Vice President of Student Services, extenuating circumstances were present over which the student had no control and which were not reasonably foreseeable by the student at the time of registration.
9. Continuing Education

Students withdrawing from a course before the course starts will receive a 90 percent refund of the course fee.

Students withdrawing from a course after the course starts will not receive a refund.

If, in the opinion of the Vice President for Education and Training, extenuating circumstances were present over which the student had no control and those circumstances were not reasonably foreseeable by the student, then a full or partial refund may be granted after the class starting time.

10. Students who paid tuition and refundable fees for an upcoming term and are subsequently placed on Academic Suspension for that term will be refunded 100% of tuition and fees.