1.0 Tuition Refund Objective and Responsibilities

Columbia Basin College (CBC) will refund tuition/fees if official withdrawal from the College or course(s) occurs within the specified time frame listed below. Certain fees are non-refundable or refundable only if withdrawal occurs prior to the first day of instruction.

2.0 Definitions

2.1 "First day of instruction" is defined as the first day of scheduled classes for the quarter.

2.2 "Instruction days" are Monday through Friday.

2.3 "Calendar days" are all days including weekend days and holidays. If a deadline for refund falls on a weekend day or a holiday when the college is closed, the deadline will be the next weekday that the College is open for business.

3.0 Refund Exceptions

3.1 Non-Refundable Fees
The Admission Application fee is non-refundable. The auditorium fee, per-credit comprehensive fee, and lab fees are not refundable unless withdrawal occurs prior to the first day of instruction.

3.2 Small Balance Refund Amount
No refunds will be processed for credit balances that are less than $25. These refunds may be applied to future CBC charges or redeemed in cash from the Cashier's Office (cash balances permitting).

3.3 Special Courses
The refund policy may not apply to contract classes, continuing education classes or other courses on special schedules.

3.4 Title IV Federal Financial Assistance
Federal regulations supersede CBC's refund policy. Students receiving Title IV federal financial assistance should consult the Student Financial Services Office and the Cashier's Office prior to dropping any classes as ***withdrawal may result in the student owing amounts to the Title IV program AND to CBC.***

4.0 Full Sessions

4.1 Fall, winter, and spring quarters: 100% refund of tuition and refundable fees if official withdrawal occurs on or before the fifth day of instruction. 50% refund of tuition and refundable fees if official withdrawal occurs on or after the sixth day of instruction and within the first twenty (20) calendar days following the beginning of instruction.

4.2 Summer quarter: 100% refund of tuition and refundable fees if official withdrawal occurs on or before the third day of instruction. 50% refund of tuition and refundable

fees if official withdrawal occurs on or after the fourth day and within the first fifteen (15) calendar days following the beginning of instruction.

5.0 Mini-Sessions

5.1 Half-quarter: 100% refund of tuition and refundable fees if official withdrawal occurs on or before the second day of instruction. 50% refund of tuition and refundable fees if official withdrawal occurs on or after the third day and within the first ten (10) calendar days following the beginning of instruction.

5.2 Four-week courses: 100% refund of tuition and refundable fees if official withdrawal occurs on or before the second day of instruction. 50% refund of tuition and refundable fees if official withdrawal occurs on or after the third day and within the first seven (7) calendar days following the beginning of instruction. .

5.3 Three-week courses: 100% refund of tuition and refundable fees if official withdrawal occurs on or before the first day of instruction. 50% refund if official withdrawal occurs on or after the second day and within the first five (5) calendar days following the beginning of instruction.

5.4 Two-week courses: 100% refund of tuition and refundable fees if official withdrawal occurs on or before the first day of instruction. 50% refund of tuition and refundable fees if official withdrawal occurs on or after the second day and within the first three (3) calendar days following the beginning of instruction.

5.5 One-week or less courses: 100% refund of tuition and refundable fees if official withdrawal occurs before the first day of instruction. 50% refund if official withdrawal occurs on the first day of instruction.