

**Cochise College
Administrative Policy**

**Category: Fiscal Management
Policy Number: 2015
Title: Refunds of Tuition and Fees**

The College shall establish institutional procedures for refunds of tuition, laboratory fees, and room and board charges. Refunds for students receiving federal financial assistance are subject to federal guidelines.

**Procedure 2015.1
Refunds for Tuition and Laboratory Fees**

1. All refunds to students will be made in accordance with Federal Regulations of the Department of Education governing refunds to students receiving Federal financial aid as such regulations may change from time to time. The methods of calculation will be described jointly by the Business Office and Financial Aid Office as operating procedures whenever changes to the regulations occur. The current methods of calculation are included herein as an attachment.

2. Students whose class or classes are canceled by the College will receive a full refund of all tuition and laboratory fees attributable to the canceled class(es). Registration fees are refunded only if the College cancels all classes in which the student is enrolled.

The College will begin processing refunds for class withdrawals and canceled classes after the close of registration (the last day to add classes). Refund checks will be issued within three weeks after that date or the date the refund was created, whichever is later.