

# CCSN Policy

Section: Academic Faculty

Number: ACF-27

**Title:** Tuition Refund Policy

**Policy Effective Date:**

June 20, 2007

Approved:

Richard Carpenter  
CCSN President

June 20, 2007  
Date

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Faculty Senate Recommendation

Faculty Senate Recommendation Unnecessary

Recommended      Not Recommended\* (if not recommended, reasons are set forth in a separate attached memo)

Alok Pandey  
Faculty Senate Chair

May 21, 2007  
Date

## TUITION REFUND POLICY

**PURPOSE:** To establish policy and procedures for administering tuition refunds. **Upon Senate's approval and President's signature, this policy will become part of the 2008 catalog and be effective from Fall 2008.**

### **POLICY (Catalog Text):**

#### **Refunds**

A student, who drops or withdraws from CCSN courses, may be entitled to a full or partial refund of tuition and course fees. See refund deadlines in a current Class Schedule.

1. If you drop a course before the first day of any fall or spring semester in which you have registered, you will receive a 100% refund of tuition and course fees.
2. If you drop a course by the end of the seventh day of the fall or spring semester, you will receive a 75% refund. (Students will still be paying 25% of the fee)
3. **No refund shall be given after the period outlined above and no refund shall be given for the application or admission fee.**
4. **Nonresident tuition shall be refunded in conformity with the above schedule for load reduction to six (6) credit hours or less and for withdrawal.**
5. **Short Term Course Refund**
  - a. **Courses less than 16 weeks (Short –term courses)** must be dropped prior to the first class session for a 100% refund. Once the class has started, no refund of any amount will be given.
6. **Summer Session Refund**
  - a. If you drop a course before the **first meeting day of the class** of any summer session in which you have registered, you will receive a 100% refund of tuition and course fees.
  - b. **If you drop a course on the first meeting day of the class of a summer session, you will receive a 50% refund.**

**Refund Exceptions-** Students may petition for a refund by completing the Student Appeal form, all supporting documents must be included with the petition. Student Appeal form can be accessed at: <http://www.ccsn.edu/PDFFiles/studentappalsPetitionRequest.pdf> (go to the admission page and click on the forms and resources) or **at the office of the Registrar** in any of the three main campuses.

The Student Appeals committee will review all petitions and the decision of the committee is **final**. Students will be notified in writing of the decision of the Student Appeals Committee.

### Submitting an Appeal

Refund appeals will not be considered unless the student has officially withdrawn from the class(es) and was making satisfactory progress in the class (es) at the time of withdrawal. (Students who are receiving financial aid should check with their financial aid office prior to withdrawal to determine what, if any effect this action may have on future financial aid eligibility.)

The student may then submit a refund appeal.

Tuition appeals will **generally** be approved for the following reasons as long as the appropriate written supporting documentation is provided:

1. Death of a student's immediate family member-with certification. Immediate family is defined as: father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother, stepsister.
2. Extended incapacitation/hospitalization of the student (which caused the student to miss 20 percent or more of scheduled instruction) documented by a physician's statement on the doctor's official letterhead (copies of the student's medical records will not be accepted). This must be an unscheduled medical emergency experienced or continuing after the last day to drop for tuition refund. The physician's letter must include the date the student was first seen for the medical condition, as well as the beginning and ending date the student was incapacitated /hospitalized and must state that the student was physically unable to attend classes during this period of time. A letter that does not specifically state, "the student was physically unable to attend classes" will not be grounds to approve an appeal.
3. Involuntary job transfers outside the Greater Las Vegas Metropolitan Area—documented by employer.
4. Involuntary changes in military deployment outside Las Vegas—documented by commanding officer, or student must provide valid and properly endorsed orders. (Includes dependent(s) enrolled at CCSN, if other than student.).
5. Late notification of denial to a specific degree program—with supporting documents.
6. Institutional errors by CCSN that cause the delay of administrative processes relative to registration or the delivery of financial aid funds.
7. Students recalled in support of a national emergency or mobilization declared by the President of the United States in accordance with NSHE policy.