

Refunds to Students

Northwest Shoals Community College strives to improve the service provided to our students and prospective students. The U.S. Department of Education recognizes the need for improving disbursement methods and made changes to its policy, 34 CFR 668.164, allowing institutions to require banking information from all students. The information will be solely used for refund disbursement and will remain completely confidential as required by FERPA. All refunds from Northwest- Shoals are electronic.

Refund Policy

Refund for Complete Withdrawal

A student who withdraws or is withdrawn from **ALL** classes **before** the first day of class will be refunded the total tuition and other institutional charges.

A student who withdraws or is withdrawn **COMPLETELY** on or after the first day of class but prior to the end of the third week of class will be refunded according to the official withdrawal date as follows:

Percent of tuition refunded

- Withdrawal during first week: 75% of net tuition
- Withdrawal during second week: 50% of net tuition
- Withdrawal during third week: 25% of net tuition
- Withdrawal after end of third week: No refund

Withdrawal periods for refunds during mini-terms may be prorated.

Administrative Fee

An administrative fee not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

Refund for Partial Withdrawal

Students who do not COMPLETELY withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who PARTIALLY withdraws after the official drop/add period.

Refund for Alabama National Guard and Reservist Called to Active Duty

Students who are active members of the Alabama National Guard or reservists who are active duty military and are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal, if such students are unable to complete the term due to active duty orders or assignment to another location.

Books and Supplies

(see [College Bookstore](#))

Guidelines and Definitions for Refunds

I. Refund for Complete Withdrawal

A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges.

II. Unofficial Withdrawal

In the case of an unofficial withdrawal, the withdrawal date is the last recorded date of class attendance (as documented by the College). Further, the College is required to determine the withdrawal date for an unofficial withdrawal within 30 days of the end of the period of enrollment, the academic year, or the program, whichever is earliest

III. First Day of Class - Definition

The first day of class is the official instructional day of class as stated in the College calendar. There is only one first day for all classes in any term.

IV. Other Institutional Charges

Other institutional charges during the first, second, or third week of class include room, board, and fees as defined in the State Board Policy Manual 804.01.

V. Week - Definition

First day of class (See III) running seven calendar days (inclusive of Saturday and Sunday).

VI. Net Tuition

Net tuition charges are the sum of tuition and all other institutional charges less the Refund Administrative Fee.