

SRTC Procedure: Refunds

Refunds for Paid Credit Classes

Students enrolled in a credit classes will receive a full refund of tuition and fees paid if the student withdraws or drops before the semester begins or through the third day of the semester. If students drop course(s) during this period, they will not earn a “W” grade in the class and will not have any hours counted as attempted for financial aid eligibility purposes. If students drop any course(s) after the third instructional day of the semester, they will not receive a refund, will earn a “W” grade and will have the credit hours count as attempted for financial aid eligibility purposes.

Refunds will be made within 30 days of the following circumstances: (1) of the last day of attendance if written notification has been provided to the College by the student; or (2) from the date the College terminates the student or determines withdrawal by the student.

Refunds for Financial Aid Credit Balances

Students receive their Title IV financial aid awards on a semester basis. Unless paid by other sources, the student's tuition, fees, and bookstore charges will be deducted from the award. Students who complete the awarding/verification process and have financial aid awarded in excess of tuition and fees will have funds made available for use in the Bookstore for book and supply purchases one week prior to the term start date. Any balance remaining will be paid directly to the student by the end of the 4th week of the semester or within two weeks following aid disbursement to the student's account thereafter.

Refunds, when due, will be made without requiring a request from the student.

SRTC utilizes a third party to deliver refunds to enrolled credit students. Each student must choose a refund preference at RefundSelection.com prior to the delivery of refunds.

Refunds for Continuing Education

Enrollment determines whether a class can be offered. For refund, there must be an accurate enrollment figure before the class begins. Refunds for Continuing Education courses and seminars are made if requested in writing twenty-four hours before the first class date and time. All refund requests must be accompanied by a receipt. A full refund is made by check, mailed to the address of record on the student account in Banner, if the class is canceled.

Responsibility

The Vice President for Administrative Services has the overall responsibility for ensuring this procedure is implemented.

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