

STUDENT REFUND POLICY

Division: Business and Finance

Policy Statement

TSCC student tuition and fee refunds shall be granted to students based upon the following procedures and schedule:

Policy Details

1. When a student enrolls for a course and later officially withdraws from the course, tuition and fees will be refunded based on the date of the official drop or withdrawal.
2. An official withdrawal on the following calendar days from the start of part of term entitles the student to the following refund percentage of tuition and fees*:

1-7 Calendar Days 100%
8-14 Calendar Days 50%
After 14 Calendar Days No Refund

**100% refund when withdraw is prior to start of term*

3. Students officially withdrawing and re-registering for the same number of credit hours during the refund periods will not be charged additional fees for those classes.

Please contact recordsdept@terra.edu with any "how to withdraw" questions. Please contact cashier@terra.edu with any fee question.

Procedures

1. To complete an official withdraw, a student must login through their Banner Self Service > Student Tab > Student Account > Registration > Manage your Schedule, choose course(s) and withdraw. The percentage of the refund is based on when the official withdrawal occurs and the length of enrollment in the course measured in calendar days from the beginning of the part of term.
2. Review your Banner Self Service > Student Tab > Student Account > Account Detail for Term
 - 100% refund, see course fee credits on account
 - 50% refund, see ½ of course fee credits on account
 - 0% refund, no credit for fees

Resources

[Refund Policy Percentage Based on Drop or Withdraw Dates for Semester \(Important Dates\)*](#)

**Along with other important institutional information, this document includes the formal course drop and withdraw dates that coincide with the refund dates listed above.*

Documentation

Definitions

Term	Definition
<i>Part-of-Term</i>	Terms inside a semester in which classes are scheduled. These can consist of Full Term (Fall/Spring 16 week session - & Summer 12 week session), Late Start (Fall/Spring 14 and 12 week sessions & Summer 8 week session), and Half Term (Fall/Spring 8 week session - & Summer 6 week session).

Approval History

Date	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
3/29/2023	Policy	Updated policy	Jacque Foos, VPFA

****Full name of CASA Committee Chair, signatory, or designee****Effective Date: 5/28/2008****Next Review Date: 04/20/2026**