

REFUND CALENDAR FOR 2009-2010

Summer Quarter 2009 – Begins July 1st

June 30 th	Last day for 100% refund
July 7 th	Last day for 80% refund
July 20 th	Last day for 40% refund
July 22 nd	Last day to officially withdraw and receive a “W”

Fall Quarter 2009 – Begins September 16th

September 15 th	Last day for 100% refund
September 22 nd	Last day for 80% refund
October 5 th	Last day for 40% refund
November 4 th	Last day to officially withdraw and receive a “W”

Winter Quarter 2010 – Begins January 4th

December 31 st	Last day for 100% refund
January 8 th	Last day for 80% refund
January 22 nd	Last day for 40% refund
February 22 nd	Last day to officially withdraw and receive a “W”

Spring Quarter 2010 – Begins April 5th

April 2 nd	Last day for 100% refund
April 9 th	Last day for 80% refund
April 23 rd	Last day for 40% refund
May 24 th	Last day to officially withdraw and receive a “W”

*****No exceptions to the final withdrawal deadline*****

Classes and programs that are offered using a special instructional calendar will be refunded as follows:

- 100% refund if class is withdrawn prior to the first day of class.
- 80% refund if class is withdrawn from the first calendar day through the 7th calendar day.
- 40% refund if withdrawn from the 8th calendar day through the 19th calendar day.
- No refund after the 19th calendar day.

Online classes will be refunded as follows:

- 100% refund if class is withdrawn prior to the first day of class.
- 80% refund if class is withdrawn from the first calendar day through the 7th calendar day.
- No refund after the 7th calendar day
- Once the online class begins the \$40.00 technical fee is non-refundable.

- Tuition and fees that are paid in cash will be refunded by check.
- 100% refunds of tuition and fees when courses or programs are canceled or if the college is in error.

It is the student's responsibility to withdraw from the college or from individual classes. Students must submit a Change of Schedule form to guarantee the accuracy of their permanent records and to begin refund procedures when applicable. Date of registration activity using web registration or receipt of the Change of Schedule form in the Registration office establishes the rate at which refunds will be made.

Registration Office Hours
Monday-Thursday 7:30am to 6:00pm
Friday 8:30am to 4pm
425.235.2352 (press “0” then press “1”)