

REFUND CALENDAR FOR 2011-2012

Summer Quarter 2011 – Begins July 5th

July 1st	Last day for 100% refund
July 11th	Last day for 80% refund
July 22nd	Last day for 40% refund
August 1st	Last day to officially withdraw and receive a “W”

Fall Quarter 2011 – Begins September 19th

September 16th	Last day for 100% refund
September 23rd	Last day for 80% refund
October 7th	Last day for 40% refund
November 10th	Last day to officially withdraw and receive a “W”

Winter Quarter 2012– Begins January 3rd

December 30th	Last day for 100% refund
January 9th	Last day for 80% refund
January 20th	Last day for 40% refund
February 24th	Last day to officially withdraw and receive a “W”

Spring Quarter 2012 – Begins April 2nd

March 30th	Last day for 100% refund
April 6th	Last day for 80% refund
April 20th	Last day for 40% refund
May 25th	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- 100% refund if class is withdrawn prior to the first day of class.
- 80% refund if class is withdrawn from the first calendar day through the 7th calendar day.
- 40% refund if withdrawn from the 8th calendar day through the 20th calendar day.
- No refund after the 20th 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 Registration/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 Registration/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”)