Coastal Carolina Community College
Division of Continuing Education
Occupational Extension Class Refund Policy

Registration Fee Refunds. A refund shall not be made except under the following circumstances:

(1) A student who officially withdraws (in writing) from an extension class(es) prior to the first class meeting shall be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to "make" due to insufficient enrollment.

(2) After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws (in writing) from the class prior to or on the 10 percent point of the scheduled hours of the class. Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.

(3) A 100 percent refund shall be made if the student officially withdraws (in writing) from a contact hour class or an online class prior to the first day of class or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class or an online class on or before the tenth calendar day from the first scheduled date of the class.

(4) For applicable classes, none of the insurance fee is refundable once the class has started whether the student attended the first day of class or not.

Requests for refunds will be processed by the Accounting Office as rapidly as possible but due to circumstances, the process could take up to 2-3 weeks.

Request for Refund—Occupational Extension Class

Today's Date: _____

Name: _____ Coastal ID Number: _____

Address: _____
Street City State Zip

Name of Class: _____

Reason for Drop: _____

Your tuition paid by: ____ Check ____ Cash ____ Other (specify)_____

_____
Students Signature/Date

OFFICE USE ONLY

Contract Number	
Begin/End Date	
Days/Time	
Total Hours	
10% Date	

Percent of Refund	
Total Amount to be Refunded	
Reason for 100% Refund	
CE Approval	
Acct Office Approval	

Revised August 3, 2011