**REFUND POLICY**

A refund shall not be made except under the following circumstances:

1. A 100 percent refund shall be made if the class in which the student is officially registered is cancelled due to insufficient enrollment.
2. A 100 percent refund shall if the student officially withdraws prior to the first day of class(es) as noted in the school calendar.
3. A 75 percent refund shall be made for semester courses if the student officially withdraws from class(es) prior to or on the official 10 percent point of the semester.
4. A 75 percent refund shall be made up to the 25 percent point of any term defined by quarters or clock hours for a student who officially withdraws from class(es).
5. Refunds for multi-entry classes will be based on the percentage of class requirements completed.
6. The student activity fee, lab fee, technology fee, and professional liability insurance fee (if applicable) will be 100 % refunded when a student officially withdraws prior to the first day of class. *These fees are not refundable once the class begins.*