
TITLE:	Tuition/Fees/Refunds
NUMBER:	520 (formerly 3080)
APPROVED BY THE BOARD OF TRUSTEES:	6/11/85
AMENDED BY THE BOARD OF TRUSTEES:	6/13/18; 1/9/13; 6/14/05; 5/2/95/8/10/93; 6/13/89

Community college tuition and fees are governed by RCW 28B.15. The Washington State Legislature retains the exclusive authority to set tuition and the College publishes tuition updates in the class schedules and website.

The College determines fees for contract and self-support courses according to the State Board for Community and Technical College (SBCTC) regulations. The College tuition and fee refund procedures comply with RCW 28B.15.605 and are published in the College catalog and website. For refund purposes only, instructional days (Monday through Friday) shall be counted from the official start day of each quarter regardless of the start date of individual courses.

The College's tuition and fee refund procedures shall accommodate the rights granted by RCW 28B.10.270 to any student who is a member of the Washington National Guard or any other military reserve component and is called to active state or federal military service for a period exceeding thirty days.

Military Tuition Assistance Refund Schedule

The College will return unearned Military Tuition Assistance funds on a proportional basis through the 60 percent completion point of the enrollment period for which the funds apply. Unearned funds are calculated based upon the date a student stops attending.

In instances when a service member stops attending due to a military service obligation, the College will identify solutions with the service member that will not result in a student debt for the returned portion.

The College will return unearned Tuition Assistance funds back to the government, not to the student when, prior to completing greater than 60% of the enrollment period, students stop attending regardless of the reason for drop/withdrawal. The College will return funds based on the following schedule.

- 100% refund if student withdraws before completing 10% of the term
- 40% refund if student withdraws after completing 10% but less than 25%
- 20% refund if the student withdraws after completing 25% but less than 60%

Exceptions to the general refund policy may be granted by the Vice-President of Student Services or designee for medical reasons, or if students are called to military service.