

## Tuition Refund Schedule and Related Information

### Refund Schedule Spring 2024

Subject to change. Please refer to Calhoun website for any updates to refund schedule.

#### **Full Semester (Jan 8 – May 6)**

Prior to First Class	Prior to Jan 8	100%
Partial Withdrawal During Drop/Add	Jan 8-9	100%
Partial Withdrawal After Drop/Add	Jan 10	No Refund
Complete Withdrawal	Jan 8-14	75% Net Admin Fee
Complete Withdrawal	Jan 15-21	50% Net Admin Fee
Complete Withdrawal	Jan 22-28	25% Net Admin Fee
Complete Withdrawal	Jan 29	No Refund

#### **First Short Term (Jan 8 – Mar 4)**

Prior to First Class	Prior to Jan 8	100%
Partial Withdrawal During Drop/Add	Jan 8-9	100%
Partial Withdrawal After Drop/Add	Jan 10	No Refund
Complete Withdrawal	Jan 8-11	75% Net Admin Fee
Complete Withdrawal	Jan 12-15	50% Net Admin Fee
Complete Withdrawal	Jan 16-19	25% Net Admin Fee
Complete Withdrawal	Jan 20	No Refund

#### **Second Short Term (Mar 5 – May 1)**

Prior to First Class	Prior to Mar 5	100%
Partial Withdrawal During Drop/Add	Mar 5-6	100%
Partial Withdrawal After Drop/Add	Mar 7	No Refund
Complete Withdrawal	Mar 5-8	75% Net Admin Fee
Complete Withdrawal	Mar 9-11	50% Net Admin Fee
Complete Withdrawal	Mar 12-15	25% Net Admin Fee
Complete Withdrawal	Mar 16	No Refund

## **Tuition and Fee Refund Policies**

The tuition refund policy used by Calhoun Community College is mandated by the Alabama Community College System Board of Trustees. We are obligated to abide by the policy. The following are the basic guidelines:

Students wishing to withdraw from some of their classes must do so through MyCalhoun. Amounts that may be due students by the College as a result of dropping classes will be refunded as applicable after the 2<sup>nd</sup> week of the term as long as the student account balance is zero.

### **Withdrawal Prior to Classes**

A student who withdraws from classes prior to the first day of class will be refunded the total tuition and other institutional charges. The first class day is not the first day of the student's class.

### **Partial Withdrawals During Drop/Add Period**

Students who do not completely withdraw from the institution but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped.

### **Partial Withdrawals After Drop/Add Period**

There is no refund due to a student who partially withdraws after the official drop/add period.

### **Complete Withdrawals**

A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

Complete Withdrawal during 1st week	75% of tuition and other institutional charges*
Complete Withdrawal during 2nd week	50% of tuition and other institutional charges*
Complete Withdrawal during 3rd week	25% of tuition and other institutional charges*
Complete Withdrawal after end of 3rd week	No refund

\*Tuition and other institutional charges does not include nonrefundable fees such as pass-through fees nor the Access/Wellness fee.

For calculating refunds during the fall and spring sixteen-week terms, a "week" is defined as seven calendar days. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms, mini-terms, split terms, and weekend terms, will reflect a prorated week based on the number of days in the term.

### **Administrative Fee**

An administrative fee not to exceed 5 percent of tuition and other institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

### **Pass Through Fees**

Pass through fees such as music fees and allied health and nursing fees will not be refunded after the official drop/add period.

### **Financial Aid Credit Balance Refunds**

All financial aid funds, except work-study, are credited to your individual student account. You must complete all steps in the financial aid application process before the funds will appear as authorized aid on your student account. If you need to check the status of your financial aid, please contact Student Financial Services.

Students need to consult with Student Financial Services to determine the effects of withdrawing from any course(s).

### **How is financial aid delivered?**

Delivery of credit balances is a multi-step process. First, your award is applied to your student account. Next, your refund is prepared in batches on a weekly basis. Once verified, we send the information to BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Then, we draw funds from the respective loan and/or grant provider. Once the college receives the funds, the college releases the refund to BMTX, Inc. which processes the refunds according to your refund preference.

### **When will financial aid be delivered?**

If your payments and financial aid credits exceed your charges, the credit balance will be issued to you according to the refund preference selected with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. The first issuance of credit balance refunds will be within fourteen (14) calendar days from the date the funds are posted to the student's account. Thereafter, credit balance refunds are issued on a regular, weekly schedule by the Business Office. First-time loan students should note that there is a 30-day delay on delivery of student loan funds for their first semester due to federal regulations.

### **Refund Methods**

If payments are made with a debit or credit card on MyCalhoun, any refunds must first be refunded back to that debit or credit card up to the amount of the payments with any remaining refund amount issued through BankMobile Disbursements using the reimbursement method selected by the student.

We use BankMobile Disbursements, a technology solution, powered by BMTX, Inc. for all refunds in an effort to get you your money as fast and as easy as possible. To review your choices, please visit: <https://bankmobiledisbursements.com/refundchoices/>.

### **How do I complete the refund selection process?**

All students need to begin the refund selection process at <https://bankmobiledisbursements.com/refundchoices/>.

If you have any problems obtaining your personal code, please email [businessoffice@calhoun.edu](mailto:businessoffice@calhoun.edu). The problem could be that your address may not be recognized as valid with the USPS database.

The address information with BMTX, Inc. is sent by the College. If the address information is incorrect, students must update their mailing address using the Request to Update Student Record Information in the MyCalhoun portal.

Address changes will be submitted to BMTX, Inc. unless the student has already selected a refund preference. In those instances, the student would update their own address in their profile at <https://www.refundselection.com/refundselection/#/welcome/continue>.

**How will I know when my money has been sent?**

BMTX, Inc. will send you an email letting you know when your refund has been processed. You can also have refund alerts sent directly to your mobile phone.

To view our third-party servicer contract for refund management, click here:  
(<https://www.vibeaccount.com/swc/doc/landing/7969uidx2ran9xm49at2>)