

ALAMANCE COMMUNITY COLLEGE
 PO BOX 8000
 GRAHAM NC 27253-8000

Request for Curriculum Tuition Adjustment

PLEASE READ THE REFUND POLICY ON THE BACK OF THIS FORM BEFORE COMPLETING.

STUDENT MUST COMPLETE THIS SECTION. ALL BLANKS ON THIS FORM MUST BE COMPLETED BEFORE A REFUND CAN BE PROCESSED.

Name _____ SSN or Colleague ID _____

Date Enrolled _____ Date Dropped _____

Refund Requested for the Following Class(es) _____

Reason For Dropping (Circle one) *Advising Error* *Personal Emergency* *Medical Reason* (*Documentation must be attached.)

Explanation:

BEFORE SIGNING: READ REFUND POLICY ON THE BACK OF THIS FORM.

Student Signature _____ Date _____

Authorized by: _____ Date _____

DISAPPROVED APPROVED (Please check whether request is approved or disapproved.)

REFUND REQUESTS WILL NOT BE PROCESSED UNTIL AFTER THE 10% POINT OF THE SEMESTER

STUDENT RECORDS/SERVICES MUST COMPLETE THIS SECTION:

Semester _____ Term _____ Attend any classes? YES _____ NO _____

Dropped below 16 hours? YES _____ NO _____ OFF-cycle Class: START DATE _____ 10% POINT _____

Dropped from _____ semester hours to _____ semester hours. By _____ (initials)

BUSINESS OFFICE USE ONLY:

Method Of Payment (Circle One): Check Cash Credit Card Financial Aid _____

Date of Payment: _____

REFUND AMOUNT (Circle one): 100% 75% NO REFUND (If NO REFUND, send form to Student Services.)

Tuition 20 or 21 _____ Reviewed by: _____ Date _____
 (Check one) (Amount) Senior Accounting Technician

Student Fees 402 _____ Approved by: _____ Date _____
 (Amount) Controller

Other Code _____ VOUCHER NO. _____
 (Amount)

Beginning the first day of classes, security and INSURANCE FEES are NOT REFUNDABLE.

ALAMANCE COMMUNITY COLLEGE

State Curriculum Tuition Refund Policy

PLEASE READ CAREFULLY BEFORE COMPLETING FORM.

1. A refund shall not be made except under the following circumstances:
 - A. A **100 percent** refund may be made upon request of the student if the student officially withdraws from the class(es) prior to the first day of the college's academic semester. **At the time the student officially withdraws under this policy, the college shall notify the student of the right to receive the refund. Requests for refunds will not be processed until after the first day of the college's academic semester.**
 - B. A **75 percent** refund OF TUITION ONLY may be made upon request of the student if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the class(es) or the 10 percent of the semester if the student officially withdraws from the college. **At the time the student officially withdraws under this policy, the college shall notify the student of the right to receive the refund. Requests for refunds will not be processed until after the 10 percent point of the college's academic semester.**
 - C. For classes beginning at times other than at the beginning of the semester, provisions set forth in Part (1)(A) of this paragraph apply. For contact hour classes, 10 calendar days from the first day of the class(es) is the determination date.
2. To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations stated in this rule.
3. Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.
4. Refund requests will not be processed until after the 10% point of the semester. If payment was made by check, no refund will be made prior to 10 days after the date of the check.