

**DIN: 2090-1-01**  
**Title of Policy: Tuition Refund**

**Policy**

Learners are entitled to have the opportunity to attend one class session for each registered, for-credit course, without obligation. Subject to the refund for full withdrawal provision of Subpart B, learners are obligated for any classes dropped after the fifth business day of the term, or one business day after the first class session, whichever is later. For purposes of this policy, business days are defined as Monday through Friday (excluding posted holidays).

Tuition will be refunded to learners who cancel their registration at the College through a formal process. This policy governs the amount, if any, to be refunded to the learner.

- A. Course Drops.** Dropping a course means the learner cancels his/her course registration by the fifth (5<sup>th</sup>) business day of the semester, which is the Add/Drop deadline. Learners will receive a 100% refund for courses dropped by the Add/Drop deadline. For classes starting after the fifth (5<sup>th</sup>) business day of the semester, the learner must drop the course by the second business day after the first course session to receive a 100% refund.
  
- B. Withdraw.** To receive any refund after the fifth day (the Add/Drop deadline), a learner must totally withdraw from all courses. This means the learner cancels his/her registration for all courses for which he/she is enrolled in accordance with MnSCU [policy 5.12](#).

The following refund schedule is for learners who do an official, **complete withdrawal (entirely withdraw from the college)** from Northwest Technical College. To constitute a complete withdrawal, a learner must withdraw from all courses for which they are registered in the term. The following refund schedule applies to when a learner withdraws entirely from all registrations in a given semester.

Refund for Fall and Spring term (at least 10 weeks in length):

- Withdrawal from 6<sup>th</sup> through 10<sup>th</sup> instructional day of the semester = 75% refund
- Withdrawal from 11<sup>th</sup> through 15<sup>th</sup> instructional day of the semester = 50% refund

refund

- Withdrawal from 16<sup>th</sup> through 20<sup>th</sup> instructional day of the semester = 25% refund
- Withdrawal after the 20<sup>th</sup> instructional day of the semester = 0% refund

Refund for Summer session (at least 3 weeks in length)

- Withdrawal from 6<sup>th</sup> through 10<sup>th</sup> instructional day of the semester = 50% refund
- Withdrawal after 10<sup>th</sup> instructional day of the semester -0% = refund

Refund for courses less than three weeks in length:

- Withdrawal on 2<sup>nd</sup> day of class = 50% refund
- Withdrawal after 2<sup>nd</sup> day of class = 0% refund

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 04/29/08 1:47 PM
Document Number:2090-1-01	Rev. correction 5-18-05, 4-29-08	Page 1 of 2	Level #1
Title: Tuition Refund			Implementation Date: 4-20-04
Approved: President Quistgaard	Date: 4-20-04	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>

**Purpose:**

The purpose of this policy is to comply with [MnSCU Policy 5.12](#).

**Responsibility:**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Registrar	Process course withdrawals
Dean of Academic Affairs	Ensure compliance with policy
Business Office	Process refunds

**Supporting References**

Listed below are college document(s) that support this policy:

**Compliance References:**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

[MnSCU Policy 5.12](#)

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 04/29/08 1:47 PM
Document Number:2090-1-01	Rev. correction 5-18-05, 4-29-08	Page 2 of 2	Level #1
Title: Tuition Refund			Implementation Date: 4-20-04
Approved: President Quistgaard	Date: 4-20-04	Check here if policy should appear in campus handbook:	X