

# MANUAL OF POLICY

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**POLICY NUMBER:** I-35

**PAGE** 1 of 1


**POLICY TITLE:** Refund of Student Fees

**LEGAL AUTHORITY:** FLORIDA STATUTES 1001.64, 1001.65 AND 1004.07  
STATE BOARD OF EDUCATION RULE 6A-14.0261, FLORIDA  
ADMINISTRATIVE CODE

**DATE OF LAST REVIEW:** 6/21/2005, 6/19/2007, 7/21/2009 and 7/19/2011

**DATE OF BOARD ACTION:** 10/01/1969, 7/10/1974, 3/12/1975, 5/31/1983, 7/23/1985, 9/21/1999,  
3/18/2003 and 7/19/2011

1. A 100% refund of all registration fees approved by the District Board of Trustees will be given provided withdrawal occurs in accordance with the schedule published in College procedure.
2. The refund schedule will not be based on the individual course days, but on the consecutive class days of the College calendar, starting with the day classes begin. Classes are conducted Monday through Friday, and on Saturday and Sunday. Classes that meet on Saturday and/or Sunday shall not be counted in the consecutive class days calculation of each term.
3. The College President shall authorize a process for handling exceptions to the refund schedule.

	7/19/11
<b>CHAIRMAN</b>	<b>DATE</b>