

MANUAL OF POLICY

POLICY NUMBER: I-35

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POLICY TITLE: Refund of Student Fees

LEGAL AUTHORITY: FLORIDA STATUTES 1004.07 AND 1001.64

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

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

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.

	7/21/09
CHAIRMAN	DATE