

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT FEES

Procedure No. 7-06 (O)

Effective July 15, 2012

Page 1 of 3

- (1) The schedule of instructional and general fee refunds for all courses shall be rounded up to the nearest day (including holidays and weekends). Each course is evaluated by the length of that course:

Percent of term elapsed	Percent of refund
10% of term	100%
20% of term	50%
Beyond 20% of term	0%

Refunds pursuant to this section are calculated by the college and automatically refunded to the student.

- (2) Laboratory fees may be refundable on a prorated basis. The amount of refund may be determined by prorating the full laboratory fee based upon the same percent of refund schedule used to refund instructional and general fees.
- (3) If there are extenuating circumstances that warrant exception to the refund procedure, the student must complete a tuition refund request form available in the records and registration department.

Tuition refund requests must be received in the records and registration department by the following dates. Refund requests submitted after these dates will not be considered.

Courses taken in:

- (a) Autumn Semester – March 15th of the following year
 - (b) Spring Semester – September 15th of the same year.
 - (c) Summer Semester – November 15th of the same year
- (4) A tuition refund appeals committee reviews tuition refund appeals submitted by students that are denied by the Tuition refund Request Committee. Decisions made by this committee are final.

Tuition refund appeals must be received in the records and registration department before the deadline date indicated in the tuition refund denial letter.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT FEES

Procedure 7-06 (O)

Effective July 15, 2012

PAGE 2 OF 3

(5) Re-registration and Late Fees:

Re-registration Fees. Students dropped for non-payment of fees may be assessed a one time per quarter/semester re-registration fee for re-registering for the same course during the quarter/semester which the student was dropped for non-payment.

Refunds of re-registration fees may be requested in extenuating circumstances. Fee refund appeal forms are available in the Cashiers and Student Account Departments. Requests must be received no later than the expiration of the full term 50% tuition refund date if the quarter/semester in which the fee was charged.

Re-registration fee refunds are reviewed by a Re-registration Appeals Committee. Decisions made by this committee are final.

Late registration fee. A late registration fee may be assessed to a student account when registration has occurred starting two (2) weeks before the start day of the semester for Full-Term, First 8-week Term, and First 5-week Term classes. For Second 8-week Term, Second 5-week Term, Third 5-week Term, and Flex Courses, the fee may be assessed when registration has occurred starting two (2) weeks before the start day of the term. This fee may be a progressive fee. The maximum amount of this per semester fee must be approved by the Sr. V.P. of Business and Administrative Services or their designee.

Refunds of late registration fees may be requested in extenuating circumstances. Late Registration Fee Refund request forms are available in the Records and Registration Department.

Late Registration Fee refund requests must be received in the Records and Registration Department by the following dates. Late Registration Fee refund requests submitted after these dates will not be considered. Courses registered for:

- (a) Autumn Semester – January 15th of the following year
- (b) Spring Semester – July 15 of the same year
- (c) Summer Semester – September 15, of the same year

A late Registration Refund Appeals Committee reviews late Registration Refund Appeals submitted by students that are denied by the late registration Refund Request Committee. Decisions made by this committee are final.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT FEES

Procedure 7-06 (O)

Effective July 15, 2012

PAGE 3 OF 3

- (6) *Parking Permit Fees and Fines.* Parking Permit fees are determined by the college. Parking violations are established by the Public Safety Department. The amount of each fee and fine must be approved by the Sr. V.P. of Business and Administrative Services or their designee.

Those receiving parking citations may appeal parking fines, which they feel were unjustified within five (5) working days of receipt of the citation. Parking citation appeals are reviewed by a parking Citation Appeals Committee. Decisions made by this committee are final.

Last Effective Date: February 1, 2006
June 26, 2000