

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 419: Tuition and Fees Refund Exceptions, and Late Withdrawals

### Refund Exceptions:

A student may request an exception to the official state refund policy when there are compelling medical, legal or other documented extenuating circumstances. Consideration will be given to students in cases such as the following:

* Death in the immediate family causing the student to miss the remainder of the term.
* College error causing a student to take an unneeded class.
* College changes in class schedules for which a student has already paid.
* A student’s inability due to medical or legal reasons to attend the beginning of a class and where late entry is not permitted.
* A student with unanticipated military service obligations.
* A student receiving Department of Defense Tuition Assistance (TA) funds is eligible to receive, at minimum, a protracted refund through the 60 percent point in the term.
* A student who has not completed more than one-half of a class and will be unable to complete the class due to documented medical or legal reasons.
* Other documented extenuating circumstances as approved by the Vice President for Student Services or the Vice President for Economic & Workforce Development/Continuing Education.
* Students who are deemed eligible for refund exceptions will be withdrawn from their course(s).

### Withdrawal Exceptions

Withdrawal from a curriculum course after the 75 percent point in the term may also be permitted for a documented emergency which was unforeseen at the last day to withdraw. When a late withdrawal is authorized, the following will apply:

* No refund of tuition or fees will be permitted.
* The student must withdraw from all curriculum courses yet to be completed in the semester or term.
* The grade of “W” will be awarded for all remaining courses.

### Steps to follow:

* Written appeals must be accompanied by appropriate documentation before a determination of eligibility for a refund will be made.
* All materials must be submitted to the Vice President for Student Services or designee for curriculum students or to the Vice President for Economic and Workforce Development/Continuing Education for continuing education students. The written appeal and supporting documents must be received prior to the end of the class.
* The decision of the responsible administrator is final.

## Definitions:

Extenuating Circumstances:

Circumstances beyond the student’s control that affect his or her ability to complete coursework at A-B Tech.

### Immediate Family:

Includes an employee’s spouse, parents, children, brothers, sisters, parents-in-law, grandparents and grandchildren.

## Owners:

Student Services and Economic and Workforce Development/Continuing Education

Updated: June 1, 2016

Pursuant to Board policy, Chapter 400, Section 419, this procedure must be followed when making exceptions to the State tuition and fees refund policy, and late withdrawals from classes.