



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

FD-3 Refund of Tuition and Fees **APPROVED:** January 16, 2013 **REVISED:**
Year of last review: 2021
AUTHORIZING BOARD POLICY: FD

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Comptroller

OBJECTIVE: To establish guidelines for refunds of tuition and fees for withdrawn courses. The Texas Higher Education Coordinating Board governs the refunding of tuition and fees at public junior community colleges.

PROCEDURE:

I. General Provisions

- A. Information regarding the College's tuition and fees refund policy may be found in the College's catalog and course schedules. This information contains specific refund instructions as well as the actual Tuition Refund Schedule.
- B. Only mandatory fees are subject to this procedure. Non-mandatory fees are non-refundable unless the class is dropped before classes begin.
- C. The College shall refund tuition and fees paid on behalf of a student back to the source (i.e., a sponsor, donor, or scholarship) rather than directly to the student.
- D. The College may terminate student services and privileges, such as health services, library privileges, facilities usage, and event tickets when a student withdraws from the institution.

II. Specific Process

- A. Students must withdraw before a refund can be initiated.
- B. Tuition refund checks will be mailed to the student's address on file within 30 days after the refund process is completed. Direct deposit is the preferred refund method.
- C. Cancellation of a class by the College will result in a full refund to the student.
- D. Cash refunds are not permitted.

III. Appeal by Student for Denial of Refund

If a student chooses to appeal a tuition and fees refund, he/she must formally submit a Student Petition form accompanied by supporting documentation. Counseling Services may provide assistance to students seeking to appeal.