

## **Refund Policy & Requirements for Withdrawal and Return of Federal Financial Aid**

### ***Tuition Refund Policy:***

Tuition refunds shall be made during the first two weeks of a sixteen week class. A prorated refund schedule will be applied to registrations occurring at times other than the regular registration dates (<https://www.scciowa.edu/admissions/costaid/refdates.aspx>). Withdrawal dates will be established as the day when official withdrawal procedures are completed and are not influenced by the last day of attendance. Checks for tuition refunds may require 45 days for issuance after the day of drop.

Appeal of Policy: The Special Appeals Committee may approve an exception to the refund policy in situations that are beyond the student's control. Students who feel they have extenuating circumstances that would warrant an exception to the refund policy should appeal in writing

### ***Officially Withdrawing from Courses:***

If a student wishes to withdraw from one or more single courses or totally withdraw from the college, he/she must contact an enrollment specialist or drop the course via Web Advisor. If the proper withdrawal procedure is completed by the drop deadline, a "W" (withdraw) grade will be shown on the transcript for each course dropped.

The last day to withdraw is the date that falls two thirds into the class time. For example, the withdrawal deadline for a class that is 30 days in length would be on the 20th day.

Should a student stop attending a class or classes at any time during a semester without following the official withdrawal procedures, he/she will receive a grade that is appropriate to the instructor's grading policy and will forfeit tuition refund rights. Tuition refunds will only be made to students who withdraw in accordance with College policies.

To process a withdrawal, students must contact Enrollment Services at the West Burlington campus, extension 5010, or at the Keokuk campus, extension 1923.

### ***Return of Title IV Funds***

[https://www.scciowa.edu/admissions/costaid/finaid/earning\\_aid.aspx](https://www.scciowa.edu/admissions/costaid/finaid/earning_aid.aspx)