



# COLLEGE POLICY GUIDELINES/PROCEDURES

POLICY NUMBER: **5503B**

DATE: **December 1, 2019**

POLICY TYPE: Student Affairs

POLICY TITLE: Tuition Refunds

## GUIDELINES/PROCEDURES:

Refund eligibility depends on three dates: class start date, class end date, and the date you officially drop the class. Refund amounts and drop date requirements are as follows:

Note: These percentages are based on the time period between class start and end dates, not by the number of class meetings that occur.

- **100% refund:** Drop class at least one day before it starts
- **80% refund:** Drop class before 11% of the class is completed
- **60% refund:** Drop class after 11% but before 20% of the class is completed. Classes dropped during any refund period do not appear on your transcript.
- **0% refund:** Drop class after 20% of the class is completed. Classes dropped after the 60% refund period remain on your transcript and receive a final grade of "W" (withdrawal).

You may withdraw from your classes until 90% of the class is completed. Refer to the "Last Date to Drop" date in your student account under [Academic Calendar Deadlines](#)

The term "refund" refers not only to money being returned but the removal of debt from your student account. Refunds are processed according to the Wisconsin Technical College System refund policy found in the state's Administrative Code [Chapter TCS 10](#).

- Refund eligibility depends on the date you officially drop your class, whether online or with assistance from Enrollment Services or regional/metro campus office staff. Mailed drop requests are processed per the date received.
- A full refund is **ONLY** provided when you drop a class at least one day before it begins or when the college cancels a class.
- You cannot drop your class by talking to your instructor, and no one else may drop classes for you.

- Stopping payment on a check is not equivalent to dropping a class.
- Not attending classes does not entitle you to a refund. The college will not drop your classes due to non-payment or non-attendance.
- Dropping classes may require you to repay financial aid or veterans benefits.

If an unexpected situation arises that impacts your education, talk with your instructor(s). Most are willing to make alternate arrangements for you to complete class work. You may qualify for an [Incomplete](#) if you can complete 75% of course material before the term ends.

If you still find it necessary to drop your classes after the refund period but do not qualify for an Incomplete, you may apply for a Tuition Refund Under Special Circumstance partial (60%) refund.

### **Concern and Complaint Process:**

Madison College's Dean of Students Office is committed to providing a mechanism for the college community to voice concerns and complaints. <https://madisoncollege.edu/complaint-process>