

BBCC ADMINISTRATIVE PROCESS

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| Title: College Tuition and Fees | AP 6110 | Implementing Board Policy: 6110 |
| Originating Department: Business Office | Originated: 5/2015 | Effective Date: <i>6/9/15</i> |
| Previous Revisions: 11/5/03, 11/17/05 | Approved: <u><i>Terrence JK</i></u> President | |

ACADEMIC YEAR (FALL, WINTER & SPRING QUARTERS):

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|---------------------------------|-------------|
| Prior to the 1st day of classes | 100% refund |
| 1st week of classes | 80% refund |
| 2nd week of classes | 50% refund |
| 3rd week of classes | 40% refund |
| After 3rd week of classes | No refund |

SUMMER QUARTER:

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|---------------------------------|-------------|
| Prior to the 1st day of classes | 100% refund |
| Through the 3rd day of classes | 80% refund |
| Through the 5th day of classes | 50% refund |
| Through the 8th day of classes | 40% refund |
| After the 8th day of classes | No refund |

No checks will be mailed for refunds that are less than \$25.00.

EXCEPTIONS:

Active military personnel or reservists in any branch of the U.S. Armed Forces who withdraw because they are called to active duty during a quarter will be eligible for a 100% tuition refund for that quarter. A copy of the military orders must be provided.

Students required to withdraw during the first half of a quarter because of medical reasons will be eligible for a 100% tuition refund for the quarter. A doctor's statement must be provided. Financial aid recipients are subject to the Financial Aid Refund policy. Based on the Financial Aid Refund calculations, they will not have to repay any tuition but may need to repay federal or state aid.

6110.1 FINANCIAL AID REFUND POLICY

Financial aid recipients who complete zero credits, stop attending, or officially withdraw from all of their classes on or after the first day of the quarter, may owe a

repayment of the aid for which they were not eligible. This policy applies to all federal and state financial aid except work-study earnings. The last date the student attended a class or officially withdrew is used to determine the amount of the repayment.

DETERMINING THE LAST DAY OF ATTENDANCE

The last date of attendance is the official withdrawal date. If the student did not officially withdraw, the last date of attendance is determined as follows:

- If all of the instructors reported a last day of attendance, the latest date the student attended class will be used as the last date of attendance
- If one or more, but not all, instructors reported a last day of attendance, the latest date of attendance reported will be used if that date is past the 50% date of the quarter. If the latest date is not past the 50% date, the 50% date will be used as the last date of attendance.

CALCULATING THE REPAYMENT AMOUNT

BBCC must calculate Return to Title IV Funds for all students who received Title IV funds (Pell, Direct Loans, Perkins Loans, FSEOG) and did not complete the quarter. Under the federal government's Return to Title IV regulations, students are considered to have "earned" the percentage of their Title IV aid that equals the percentage of the quarter completed in calendar days. The total repayment amount is determined by multiplying the "unearned percentage" by the amount of Title IV aid received. This will give the total amount of aid that must be returned. The State Need Grant and College Bound Scholarship repayment calculations are separate and mandated by the State of Washington. A student has "earned" all of his aid when he has completed 60% of the quarter for Title IV aid and 50% of the quarter for State of Washington aid.

Refunds based on the College Tuition and Fees Refund policy will be used to repay any financial aid funds first before being returned to the student.