

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Tuition and Fee Refund Policy**

DATE: **March 1, 1993**

NUMBER: **5.81**

REVISION(s): **12/19/94, 09/25/01, 03/29/05**

**General**

To receive a refund, students must complete a Refund Request Form and present an original receipt. No refund will be made unless a claim is made through the Business Office at the time of withdrawal. Refunds will apply to tuition and fees only. To be eligible for a tuition refund, students must officially withdraw from classes through the Office of Students Affairs. Books returned for a full refund must be in "new" condition.

**Policy**

Refunds for College Credit Classes are handled through the Business Office according to the following schedule:

	<u>Fall/Spring</u>	<u>Summer/Mini-Semester</u>
Through 11 <sup>th</sup> Class Day	100%	
On or After 12 <sup>th</sup> Class Day	0%	
Through 5 <sup>th</sup> Class Day		100%
On or After 6 <sup>th</sup> Class Day		0%

Students withdrawing from College Non-Credit Classes will be eligible for a 100% refund prior to the second meeting of the class only. No refunds will be granted through the Business Office after the second class meeting.

**Military Activation Exception**

Students called to active military service who present a copy of their Activation Orders will receive a full tuition refund as directed under Arkansas Code 6-61-112 and U.S. Department of Education guidelines for students receiving federal aid. When activation requires the student to cease attending classes without completing and receiving a grade in one (1) or more courses, the following assistance will be given with regard to courses not completed.

1. The Student shall receive a complete refund of tuition and such general fees as are assessed against all students at the College.
2. Textbooks purchased through the OTC Bookstore will be repurchased with the maximum price given, based on condition, for the textbooks associated with such courses.

3. The student activated during the course of a semester while attending OTC shall be entitled, within two (2) years following deactivation, to free tuition for one semester at the College unless federal aid is made available for the same purpose.

AUTHENTICATION (Signature):

COPP

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President

03/29/05  
(Date)

**5.81**