

REFUND POLICY

Students who Add or Drop a class or need to withdraw totally should begin the process in the Student Services Center. You can obtain the correct forms and, if necessary, meet with an advisor in the Academic Advising area for assistance. Withdrawal from class(es) is a student's responsibility.

The refund policies adopted by TVCC have been developed to comply with all federal regulations and acknowledge the costs that the college has incurred regarding your enrollment. Every effort has been made to provide our students with flexibility while meeting all legal requirements. The policies we will follow in any transaction regarding refund are:

Full Refund

Refunds issued to students resulting from Add-Drop or Withdrawal will be issued at the rate of 100% during the first nine days of fall, winter, and spring quarters, and during the first 4 days in summer quarter. No refund is available after the second week in fall, winter, and spring, or after the first week of classes in the summer quarter.

Partial Refund

Federal law governs the return of Title IV funds disbursed for a student who completely withdraws or stops attending classes. If the student withdraws within the first 60% of the quarter, funds are "earned" in proportion to the length of time they remain enrolled. The remainder must be returned to the federal programs.

If the charges incurred by the student are greater than the aid disbursed, the college must return all funds. If the institutional charges incurred are less than the Title IV funds, the student, and the College each return aid. The student repays any "unearned" loan funds under the terms of the promissory note. If the student owes grant money, they will be ineligible until full payment or satisfactory payment arrangements have been made.

No Refund

Students who do not withdraw from class but stop attending, or who register but never attend classes will receive the grades assigned by the instructors and will not receive a refund of tuition or fees. Failure to officially withdraw may impact your future financial aid or enrollment status. Students may be administratively removed from the class roster for non-attendance, but this does not release you from the need to officially withdraw or financial obligations.

ISSUANCE OF REFUNDS

Unless prohibited by law, any credit applied to a college account resulting from a removal of charges or overpayment may first be applied to any unpaid charges on that college account, even if payment of those charges is not yet due.

Credit Card refunds will only be issued within 90 days of when payment was made to the same card used for payment and require the original receipt showing the last 4 digits of the credit card. Please allow your bank a few additional days to process the credit. If it is over 90 days your refund will be mailed as a check.

If payment was made with cash, check, or money order your refund will be mailed as a check. Checks may take approximately 7-10 business days to process. Checks cannot be picked up, they will be mailed via USPS or sent to the dorms. ***It is important to make sure that your address is up to date in our system to ensure that you receive your refund. ***

Unclaimed Student Refunds

In accordance with ORS 098.352 and OAR 141-045-0061, any check that has not been cashed after a period of two (2) years is an unclaimed check. Unclaimed checks will be reported and paid to the Oregon Division of State Lands (ODSL) each year between October 1 and November 1. The college will exercise due diligence prescribed by the ODSL as follows:

Refunds over \$100: Not less than 90 days prior to filing the report, a written notice will be mailed to the student of record.

Refunds less than \$50: The College may report checks of less than \$50 in aggregate.

Claims

A student may claim a refund, which has not been turned over to ODSL or recouped by the Financial Aid office, by presenting acceptable identification to the Accounts Receivable office.

Certification

By endorsing a refund check, the student certifies that they are entitled to the funds and agrees to return any amount remitted in error which is not rightfully theirs.

Refunds Issued in Error

The College has the right to reclaim refunds issued in error. Should this occur, a stop payment will be placed on the check and the student of record will be notified of the reason. If the check has already been cashed, a written request for return of the funds will be provided to the student. Students will have thirty (30) days to repay the College before collection effort is initiated.