

# PROCEDURE

Number: 9.2.5.1  
 Related Policy: 9.2.5  
 Title: Tuition Refund for Credit Courses  
 Responsibility: Assistant Vice President/Controller

Original Approval Date: 06-01-2000  
 Last Cabinet Review: 03-01-2022  
 Last Revision: 03-01-2022

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President

Students who wish to receive a refund must initiate and complete the withdrawal process to be eligible for a refund. Students should use their myHGTC Student Portal account to drop courses. Refunds are calculated based on the date on which the course is dropped. Tuition is charged for any class for which a student is enrolled after the drop period.

## I. Refunds

Tuition refunds will be made according to the refund schedule below.

Refund	Tuition	Fees
Before classes begin	100%	100%
During the Add/Drop period	100%	100%
Period after the Add/Drop equal to the length of Add/Drop*	50%	n/a

*\*For all semester including those shorter than full term, the 50% refund period is equal to the same length of the add/drop period for that term.*

Refunds will be processed after the Add/Drop period. All refunds are mailed to the student's address of record at Horry-Georgetown Technical College (HGTC), unless the student has requested to receive refunds via direct deposit into a checking or saving account which the student sets up through their myHGTC Student Portal account. Refunds are processed within 2-4 4-6 weeks after the start of the term.

For cancelled classes, a full refund for the cost of class will be refunded. These refunds will be processed after the Add/Drop period. Refunds due to an overpayment must be requested through the Office of Student Accounts.

## II. Refund and Repayment of Title IV Funds

Any student who withdraws and has paid all or part of his/her tuition and fees with Title IV funds may create a situation where they have not earned all or part of their aid. Students who receive Title IV funds should refer to HGTC's Title IV Refund Policy located on the College's Financial

Aid web page located at the link below:

<https://www.hgtc.edu/documents/admissions/financialaid/generalforms/refundoftitleIV.pdf>

### **III. Refund for Non-Credit Courses**

It is the responsibility of the student to request a refund from the Continuing Education Office at least one working day before the class is scheduled to begin. No refunds will be issued on or after the first day of class.

### **IV. Tuition Appeals**

If a student feels that this policy has not been fairly applied to them or if there are extenuating circumstances regarding a student's account balance that should be considered, a tuition appeal may be made in writing via the Tuition Appeal Form with supporting documentation and submitted to the Registrar's Office. Tuition appeals may only be submitted for tuition balances accrued within the last three years from the date the appeal was received. Tuition appeals received beyond three years will not be considered. Tuition appeals are reviewed by the Tuition Appeals Committee and notification of the results will be sent via email. Tuition Appeals for non-credit courses may be made in writing to the Vice President for Workforce Development and Continuing Education.