

**SBC INSTITUTIONAL REFUND POLICY**  
**(No Show and Official/Unofficial Withdrawals)**  
**Effective Fall 2014**

SBC shall use the last day of the third week of each semester or the 3<sup>rd</sup> held class session for classes that meet once a week as the census date for determining student enrollment for the fall and spring terms. For the summer term, the census date shall be the 6<sup>th</sup> scheduled class day after classes begin.

A student who does not attend any class prior to the census date shall be considered a “no show” and a 100% tuition refund will be issued for the classes not attended. The student will be billed a “no show” fee of \$10.00 per course, a \$25.00 registration fee, and the total cost of purchases made at the SBC Bookstore. Students may return books (no later than mid-term) if the books have not been written in or if the books are still enclosed in the shrink wrap in which they were shipped.

If a student attends any class, s/he will be considered to be enrolled in all courses registered in during that term. Tuition will only be refunded if the student withdraws from a course(s) during the first 3 weeks of the fall or spring semesters or during the first 6 class days of the summer term based on the refund schedule listed below:

During Fall and Spring terms the refund shall be calculated as follows:

- 100% refund will be issued the first week of classes,
- 80% refund will be issued the second week of classes, or
- 60% refund will be issued the third week of classes
- 0% refund issued after the third week of classes.

During the Summer term the refund shall be calculated as follows:

- 100% refund will be issued the first two days of classes,
- 80% refund will be issued the third and fourth day of classes, or
- 60% refund will be issued the fifth and sixth day of classes
- 0% refund issued after the sixth day of classes.

In the programs offered in modules (Energy Technician, Wind Turbine, and Accelerated Business Administration), 100% of tuition will be refunded if the student officially withdraws from the class prior to the start of the class. If a student attends class during the first week in any of the modules, no tuition will be refunded for that module.

The above policy applies to ALL courses regardless of when they actually begin and also applies to students who do not officially withdraw from all their classes.