
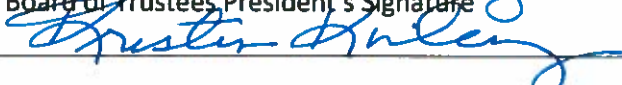
	Title: Refund Policy	POL-318 Revision # 0.0
Prepared By:	Preparer's Name/Title Victoria Retasket, Dean of Students	Date Prepared: 4/11/2016
Approved By:	College President's Signature 	Date Approved: 07/06/2016
Effective Date: 07/06/2016	Board of Trustees President's Signature 	Date Approved: 07/06/2016

318.1 POLICY STATEMENT

It is the policy of the Board of Trustees that students who no longer attend one or more classes at Northwest Indian College without an official withdrawal will forfeit all claims to credits in courses and refunds of tuition and fees.

318.2 PURPOSE

The purpose of this policy is to articulate the college's guidelines for tuition and fees refunds.

318.3 SCOPE

This policy applies to all NWIC students.

318.4 BACKGROUND

The current process for tuition and fees refunds has been in place at the College since 2013-2014, and is published in the NWIC Catalog. The Enrollment Services Office processes refunds consistent with this process.

318.5 RESPONSIBILITY

It is the student's responsibility to drop a class in which s/he no longer wishes to be enrolled by filling out a drop form, signing, dating and submitting the form to the Enrollment Services Office on the Lummi Campus by the census date. Failure on the part of students to comply with these procedures according to posted deadlines will result in a failing grade and continued financial liability.

318.6 PROCEDURE

1. A full refund of tuition and fees (excluding the \$25 non-refundable enrollment fee) will be made for official withdrawals through the census date, which are available on the NWIC website. After that date, no refunds will be allowed.
2. Refunds for short courses or seminars less than the full duration of the quarter will be made only for official withdrawals submitted to the Enrollment Services Office no later than the first day of the start of the class or seminar.

3. Students who wish to withdraw from college or from one or more classes must follow the add/drop procedure for Adding and Dropping Courses:
 - a. Once registration for courses is complete and a class schedule is produced, the only way to adjust the schedule is by adding or dropping a course or courses in accordance with the deadlines published in the Quarterly Schedule. This process impacts financial aid eligibility as well as financial obligations and should be completed in consultation with an advisor. The Add/Drop form signed by the student must be completed and turned in to the Enrollment Services Office in compliance with published deadlines. Failure to comply with this procedure results in a failing grade and continued financial liability. The add/drop process is the only way a student may change their schedule of classes.
 - b. Students may officially withdraw from any course through the first five weeks of fall, winter and spring quarters and the published census date. Official withdrawals occurring after the third week of fall, winter and spring quarters and the second week of summer quarter are posted on the student's permanent record as a 'W' in the grade column on the transcript.

318.7 DEFINITIONS

"Census Date": The census date is set by the college and marks the end of the add/drop period. On this day, the college takes a "snapshot" of all students' enrollment which becomes the "official enrollment" that is used for both state reporting and financial aid eligibility. At Northwest Indian College, that falls typically on the third Thursday of the quarter or the second Thursday for summer quarter.

318.8 RELATED INFORMATION

Financial aid-eligible students should refer to the policies and procedures regarding return of Title IV funds available in the Financial Aid Manual.

318.9 REVIEW DATE

This policy will be reviewed every three years.