

GARDEN CITY COMMUNITY COLLEGE
Tuition and Fees Refund Policy/Student Financial Agreement
Effective Spring 2026

Tuition and Fee Refunds

Students may be eligible for refunds upon filing a "Change of Schedule" form in the Registrar's Office within the refund periods outlined below.

Refunds are calculated based on the day the official drop/withdrawal is processed in Self-Service, or filed in the Registrar's office (in person, by fax, or postmark date), not when the student stopped attending class. (Failure to attend or ceasing to attend a class does not constitute an official drop or withdrawal.)

If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class.

If a student withdraws from a class after the refund period and simultaneously adds a class, including section and/or level changes, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added class.

If an enrolled student is called to active military duty, full tuition will be refunded. Fees are not refundable if the activated date is beyond the published refund date.

Students receiving Federal Financial Aid who completely withdraw from Garden City Community College are also subject to a Return of Title IV fund calculation.

No-Show Fee

Students who do not attend Face-to-Face or Hybrid classes within the first two (2) scheduled class meetings will be dropped as a No-Show (for non-attendance) and will be assessed a \$50 No-Show fee for each class not attended. Students must login and complete an assignment prior to the refund date for Online classes. Students who do not login and complete an assignment will be dropped as a No-Show (for non-attendance) and will be assessed a \$50 per course no-show fee.

100% Refund Periods - *(also applies to Evening and Outreach classes):*

• 12 or More Week Classes

Students who officially withdraw are entitled to a full refund of tuition and fees through the **second Friday** after the start of class. No refund on tuition and/or fees is given after this date and the student is responsible for the total tuition and fees incurred.

• 8 -11 Week Classes

The 100% refund period for 8-11 week classes is the **second Friday** after the start of class.

• 6 - 7 Week Classes

The 100% refund period for a 6-7 week class is **PRIOR to the fifth calendar day** after the start of the class.

• 2 - 5 Week Classes

The 100% refund period for a 2-5 week class is **PRIOR to the third calendar day** after the start of the class.

• 1 Week Classes

The 100% refund period for a 1 week class is **prior** to the start of the class.

Refund Appeal Procedure

Students wishing to appeal their refund must complete a "Refund Appeal Request" form and return it with appropriate documentation to the Business Office within one week of the official withdrawal being processed. Ruling on the appeal will be determined by a committee consisting of the CFO/VP of Administrative Services, VP of Student Services, and representatives from the Registrar, Business, and Financial Aid offices. The Business Office will notify the student, in writing, of the committee's decision.

By enrolling at Garden City Community College, I acknowledge that I am responsible for all tuition, fees, housing, food service, and other associated costs incurred as a result of my registration and attendance.

I agree to pay all assessed charges by the published or assigned due date. I understand that failure to make timely payment may result in restrictions on my ability to register for future terms, obtain transcripts, or receive other college services.

If my account becomes delinquent and is referred to a third party for collection, I understand that I may be responsible for reasonable costs associated with the collection of the debt, including collection agency fees and/or attorney fees, to the extent permitted by applicable law.

Garden City Community College reserves the right to pursue all available remedies to collect unpaid balances.

Student Signature _____ **Date** _____ **Student ID #** _____