

Tuition and Fees Policy and Procedures

When students have an outstanding financial obligation to the College, the procedure will be:

- A. A financial obligation indicator is placed on the student's account at 30 days past due. Past due notices are sent to the address on record with the College.
- B. Accounts greater than 120 days past due will be sent to a collection agency and will be assessed a 17% collection fee.
- C. Once past due accounts have been sent to a collection agency the students must, at that time, satisfy the debt with the agency and not FCC.
- D. Once the outstanding financial obligation is paid in full, all financial obligation indicators will be removed and any negative impact to student accounts will be lifted.

In the event financial aid is awarded and later removed, causing a balance to be reinstated, the collection process will begin with a first past due notice.

Transcripts and diplomas are withheld, and the student will be blocked from enrollment until all obligations are satisfied.

VII. Tuition and Fees Refund

A. Credit Classes

To obtain a refund of tuition and fees students must first [withdraw](#) from classes based on the published dates available in the [Credit Schedule](#). Refunds are either at 100%, 50%, or withdrawal without a refund. Refunds will automatically be calculated from the date of the withdrawal. Refunds are based on sessions, each session has its own distinct timeline. Refer to the Academic Calendar within the Credit Schedule for the specific last day for 100% and last day for 50% refund dates for each session. All withdrawals from class(es) that are initiated prior to the class beginning, will be granted 100% tuition and fees refund.

Refunds will be processed as follows:

1. No cash refunds will be issued.
2. Payments made by cash/check will be refunded through a third party vendor (BankMobile) to a designated bank account preference. For students under 18 or 60+ check refunds will be issued to the student.
3. Credit card refunds will go back to the original credit card used to pay if within 60 days of the original payment. After 60 days refunds will be processed through a third party vendor (BankMobile) to a designated bank account preference declared by the student. For students under 18 or 60+ check refunds will be issued to the student, not the credit card holder.
4. Financial Aid will be disbursed to the students account. Once tuition, fees and books have been paid to the College any remaining funds will be processed within 14 days through a third party vendor (BankMobile) to a designated bank account preference. For students under 18 or 60+ check refunds will be issued to the student.

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5. When the student is withdrawn due to disciplinary action after the refund period, the College makes no refund of any kind. Financial consequences related to interim suspensions, suspensions, or expulsions are the responsibility of the student ([Code of Student Conduct](#)). For other student withdrawals, students may follow the Appeal for Tuition and Fees Refund/Tuition Refund Committee (Section VIII) portion of this policy.

B. Non-Credit Continuing Education Workforce Development Classes

All students will be refunded 100% of class tuition and fees if a class is cancelled by the College. Students may choose to transfer their funds toward an alternate class.

Students who choose to drop a CEWD class will receive a full refund provided that they initiate the drop at least one workday before the beginning date of the class, with the exception of Kids on Campus/Teens on Campus classes which require students to drop two workdays prior to class start date. Some classes have a longer period within which a drop request must be made prior to the class start date. Those classes with a requirement to drop earlier than two (2) days before the class start in order to receive a refund, will provide the drop period in the class information and/or refund policy at <https://Frederick.edu/QuickEnroll>.

Students electing to drop a class can do so by completing the CEWD Drop/Transfer form ([CEWD Drop/Transfer Form](#)). This form must be submitted to the CEWD Registration Office located in the FCC Conference Center, Building E, by e-mail to CERequest@frederick.edu, or by fax at 301-624-2749. Drop or transfer requests received outside of the full refund period for which a refund or transfer is being requested must be sent in writing to the VP for CEWD, and be accompanied by documentation supporting the student's request. The College reserves the right to approve or disapprove full or partial refund requests that are submitted outside of the full refund period. Students will be withdrawn from classes for which such a request is approved. Appropriate documentation may include electronic or hard-copy documents from medical providers, employers, child care providers, or others that can validate extenuating circumstances.

Classes co-listed with credit will follow the credit refund schedule and procedure.

C. Students Receiving Title IV Funding

Students awarded Title IV financial aid funds must earn their aid by attending classes. When students completely withdraw from classes or stop attending during a semester and/or term, the College must follow rules established by the federal government to determine the amount of financial aid earned. The amount of Title IV aid that must be returned to the federal programs is determined by the federal formula for Return of Title IV funds as specified in the Higher Education Act of 1998 (34 CFR668).

The calculation is based on the documented withdrawal date of the student. For students who unofficially withdraw from a semester and/or term and earn all "F" grades, faculty provide the last date of attendance that is used in the calculation.

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When students receive more Title IV funds than they have earned, the unearned portion must be returned to the Federal program. When students have not received all of their earned Title IV funds, they may still receive disbursements of this aid.

Funds must be returned to the Title IV Programs in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grant
6. Iraq/Afghanistan Service Grant

Students may obtain a sample copy of the Return of Title IV Funds worksheet with sample calculations from the Financial Aid Office.

VIII. Appeal for Credit Tuition and Fees Refund/ Tuition Refund Committee

For extenuating circumstances where the student withdraws from a credit class after the normal refund period, the College may grant a partial refund of tuition and fees after the student submits an appeal to the Tuition Refund Committee (TRC). With required documentation, extenuating circumstances have included the following:

- Medical reasons dated and certified by a physician;
- Job transfer dated and certified by the employer;
- Job schedule (shift) change which causes a conflict with the student's class schedule, dated and certified by the employer; or
- Military transfer or deployment dated and certified by documentation (copy of orders) from the military unit.

To be eligible for consideration the student must:

- A. Officially withdraw from the class(es).
- B. Obtain supportive evidence and documentation to support appeal.
- C. Complete and submit the [Student Appeal for Tuition Refund Form](#), along with supportive evidence and documentation to the Welcome Center, on the first floor of Jefferson Hall or electronically to StudentAppeals@frederick.edu.

Students must make the request for a refund prior to the end of the academic year in which they took the class. The academic year starts with the summer term and continues through the spring semester.

Lack of attendance in a class does not absolve a student from the financial obligations and costs associated with that class. Students who are enrolled in a class(es) but who have never attended the class(es) due to extenuating circumstances, will still need to submit a formal request for refund to the Tuition Refund Committee.