

# NON-DEGREE COURSE REFUND POLICY

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Any student who wishes to withdraw from a community course must notify the instructor in writing of this action.

## REFUND POLICY

MTSA will permit any student to cancel their enrollment agreement in a non-degree course within five MTSA business days of the enrollment day. Should a cancellation occur, MTSA will refund 100% of the tuition payment that was made by the student, minus the non-refundable portion (30%) submitted to hold the student's position in the class. Students withdrawing for medical reasons are assessed and adjusted no differently than other withdrawals.

Students who withdraw after this deadline will not receive a refund.

## DETERMINATION OF THE WITHDRAWAL DATE

The student's withdrawal date is the date the student submits the signed withdrawal form to the Registrar's Office.

## Administrative Withdrawal

Students may be administratively withdrawn from a course for non-attendance/participation. Any student who does not attend/participate in the course within 5 MTSA business days will be administratively withdrawn from the course.

Students will not receive a refund if Administratively Withdrawn.

## MTSA INTERNAL WITHDRAWAL PROCEDURES:

1. Notify in writing the instructor who will in turn notify the Program Director and Registrar of your intent to withdraw.
2. Schedule an appointment with the Executive Vice President if requested.
3. The Registrar sends the student the withdrawal form to complete and sign electronically.
4. After the student signs, the completed form is sent to the instructor for signature.
5. The withdrawal process will be initiated upon receipt of the completed withdrawal form.