



### Summary of Change

Short-term credit classes were previously defined by the number of meeting dates associated with the class. As a result, short-term class drop/refund dates were determined using the same meeting date logic. Historically, this logic has worked for onsite classes with traditional meeting dates. As online/hybrid/CWE classes developed, this logic is no longer effective for consistent application and enforcement for drops/refunds as these classes do not have traditional meeting times/dates.

Short-term classes will now be defined in terms of duration, along with a slight adjustment to drop/refund deadlines. The changes accomplish the following:

1. Standardize drop/refund procedures for online/hybrid/CWE classes that don't have traditional class meeting dates.
2. Create clarity and consistency for students, faculty and staff regarding refund/tuition deadlines.
3. Create consistency with class set-up, a benefit for department administrative assistants.
4. Aligning with practices at other Oregon CC's
5. Allow class drops/refunds to happen prior to the 40% count-for-enrollment/second census date for state reporting
6. Give students taking weekend classes at least one business day to process the drop
7. Fix long term dissatisfaction with drop/refund deadlines for classes with (historically) three or less class meetings (which has been one week before class begins)

### Updated Procedure Language

## A-30-0 TUITION

Regular tuition rates are set by directive of the Board. Payment of tuition is due at designated times, as published on the COCC website. Tuition may be differentially set based on the residence of the student, or for the type of courses. Fees may be charged for late registration, labs, field trips, tests, supplies, etc. Tuition and fees are due by the second Friday of the term.

### **Payment deadlines:**

Tuition and fees payment for all classes is due by the end of business on the second Friday of the term. Students will be assessed a late payment fee each week after that the balance remains unpaid

### **Refunds:**

For courses that are full-term in length: A 100% refund of tuition and fees is available until the end of business on the second Friday of the term (5pm for Fall, Winter and Spring; 1pm for Summer). No portion of the tuition and fees is refundable after the end of this period.

For Short-term Credit Classes which ~~meet span only one, two or three times two weeks or less~~ in the term: A drop must be submitted at least seven days before the class begins in order to be eligible for a 100% refund; ~~the drop must be submitted on a Monday-Friday, excluding holidays. Otherwise, there is no refund.~~

For Short-term Credit Classes which ~~meetspan four or more times more than two weeks but not more than seven weeks~~ in the term: A drop must be submitted before the beginning of the second class. The class must be dropped no later than three days after the class start date in order to be eligible for a 100% refund. Some specially priced courses do not follow this policy.

To qualify for the refund the student must assure that a drop is processed either by visiting or calling the ~~Admissions and Records Office~~ Enrollment Services Office at any campus by the deadline. The drop must be submitted on a Monday-Friday, excluding holidays. Otherwise, there is no refund. Any debt owed to the College will be processed against a refund first, and then the net balance, if any, will be remitted.