



Curriculum Tuition Refund Request

Business Office
PO Box 8000
Graham, NC 27253
Phone: 336-506-4119
Fax: 336-578-3964
www.alamancecc.edu

Part I – Student Section

PLEASE READ THE REFUND POLICY ON THE BACK OF THIS FORM BEFORE COMPLETING.
BEGINNING THE FIRST DAY OF CLASSES - SECURITY AND INSURANCE FEES ARE NOT REFUNDABLE
STUDENT MUST COMPLETE THIS SECTION. ALL BLANKS ON THIS FORM MUST BE COMPLETED BEFORE A REFUND CAN BE PROCESSED.

Name _____ Colleague ID _____

Date Enrolled _____ Date Dropped _____

Refund Requested for the Following Class(s) _____

Reason for Dropping (Select One)	<input type="checkbox"/> Advising Error	<input type="checkbox"/> Personal Emergency	<input type="checkbox"/> Medical Reason (*Documentation <u>must</u> be attached.)	<input type="checkbox"/> Other
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Explanation: _____

Student Signature _____ Date _____

REFUND REQUESTS WILL NOT BE PROCESSED UNTIL AFTER THE 10% POINT OF THE SEMESTER

Part II – Academic Dean Section

Authorized by: _____ Date _____

DISAPPROVED APPROVED (Please check whether request is approved or disapproved.)

REFUND AMOUNT (Check one): 100% 75% NO REFUND

Part III – Admissions/Records Section

Admissions/Records Department MUST COMPLETE THIS SECTION:

Semester _____ Term _____ - Attend Any classes ? Yes No - Dropped below 16 hours Yes No

Dropped from _____ semester hours to _____ semester hours. Authenticated by _____ (Initials)

Part IV – Business Office Section

Disbursed _____ Verified by _____ Date _____

State Curriculum Tuition Refund Policy

PLEASE READ CAREFULLY BEFORE COMPLETING FORM.

1. A refund shall not be made except under the following circumstances:
 - A. A **100 percent** refund may be made upon request of the student if the student officially withdraws from the class(es) prior to the first day of the college's academic semester. **At the time the student officially withdraws under this policy, the college shall notify the student of the right to receive the refund. Requests for refunds will not be processed until after the first day of the college's academic semester.**
 - B. A **75 percent** refund OF TUITION ONLY may be made upon request of the student if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the class(es) or the 10 percent of the semester if the student officially withdraws from the college. **At the time the student officially withdraws under this policy, the college shall notify the student of the right to receive the refund. Requests for refunds will not be processed until after the 10 percent point of the college's academic semester.**
 - C. For classes beginning at times other than at the beginning of the semester, provisions set forth in Part (1)(A) of this paragraph apply. For contact hour classes, 10 calendar days from the first day of the class(es) is the determination date.
2. To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations stated in this rule.
3. Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.
4. Refund requests will not be processed until after the 10% point of the semester. If payment was made by check, no refund will be made prior to 10 days after the date of the check.