

# Refund Policy

Failure to attend class does not constitute withdrawal. The appropriate withdrawal process must be followed. Failure to withdraw from classes appropriately may result in owing the college and/or federal government repayment of federal funds. Class days are identified on the [academic calendar](#).

Members of the military who receive orders which transfer them out of the area for a prolonged period or members of the National Guard or Reserves who are called to active duty, when such transfer interferes with class attendance, may request a full refund of tuition at any time during the semester. Documentation of orders for transfer must be provided prior to refund being granted. The College has a proration refund policy for students receiving VA benefits. Students receiving VA benefits must request that the prorated refund policy be used for tuition reimbursement.

The college refund policy is subject to change if required by federal regulation or the UA Board of Trustees. Appeals of the refund policy must be submitted in writing to the UACCB Administrative Cabinet.

## Fall and Spring

Any student who drops a course or officially withdraws from the college during a fall or spring semester shall be entitled to a refund as follows (**online courses follow the same refund period as on-campus classes**):

### Tuition and Fees

1.	Up to and including the eleventh class day of the term	100%
2.	The twelfth class day of the term and after	No Refund

## Summer or Special Terms

Any student who drops a course or officially withdraws from the college during a summer semester or special term shall be entitled to a refund as follows (**online courses follow the same refund period as on-campus classes**):

### Tuition and Fees

1. One to four weeks courses:

(a) Prior to the start of classes	100%
(b) Up to and including the first class day of the term	100%
(c) No adjustments after the first class day of the term	

2. Five or six week courses:

(a) Prior to the start of classes	100%
(b) Up to and including the second class day of the term	100%
(c) No adjustments after the third class day of the term	

3. Seven to nine week courses:

(a) Prior to the start of classes	100%
(b) Up to and including the third class day of the term	100%
(c) No adjustments after the fourth class day of the term	

4. Ten or twelve week courses:

(a) Prior to the start of classes	100%
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(b) Up to and including the fifth class day of the term	100%
(c) No adjustments after the sixth class day of the term	

The college will follow the refund policy for five or six week sessions when the summer or special term is more than four weeks but less than five weeks.