

REFUNDS

The “effective date” of adding or dropping a class is the date the course schedule form is received from the student at the Enrollment Center or the Student Information Center. The refund policy also applies a drop due to faculty advisement.

“Class days” refers to South Texas College’s scheduled class days, not the students’ class meeting days.

Refund Guidelines

- The College may apply existing credits to the student’s delinquent outstanding debt.
- All students who are eligible for a cash refund will receive the refund via paper check by mail or electronically by direct deposit.
- Refunds are issued in accordance with NACHA (National Agency Clearing House Association) and the Merchant Services Agreement (merchant shall make no cash refunds to purchasers on card sales):
 - If classes are paid with a credit card, a refund is to be first applied to the original credit card payment.
 - Any Financial Aid posted after the account that has been paid by a credit card is refunded back to the credit card before any money is refunded to the student.
 - There will be NO exceptions to this procedure.

As prescribed by the Texas Higher Education Coordinating Board, the South Texas College refund policy is as follows:

Tuition and Fees

(Excludes Minimesters)

Fall and Spring Semesters

Prior to or on the 2nd class day	100 percent
During the next 13 class days	70 percent
During the 16th through 20th class days	25 percent
After the 20th class day	None

Summer Session

Prior to or on the 1st class day	100 percent
During the next 8 class days	70 percent
During the 10th through 12th class days	25 percent
After the 12th class day	None

Summer I and II Minimester

Prior to or on the 1st class day	100 percent
During the next 4 class days	70 percent
During the 6th class day	25 percent
After the 6th class day	None

Range of days in each percent category is **subject to change** based on the length of the semester and in accordance with the Texas Higher Education Coordinating Board.

Incidental Fees

(Excludes Minimesters)

Other Fees

Audit Fee, Credit by Exam Fee, Reinstatement Fee, Installment (Processing and Late) Fee, Emergency Loan Late Fee, and any other fee approved by the Board of Trustees of South Texas College.

Prior to the first class day 100 percent

First class day and after None

Minimester Refunds

- A 100 percent refund is to be made for courses dropped (drop or withdraw) prior to or on the first class day.
- Refer to the Cashier Department for more information on refund percentages after the first class day.

Tuition and fees are per semester and are **subject to change** upon approval of the Board of Trustees of South Texas College and upon changes in the Texas Higher Education Coordinating Board requirements or other regulatory entity requirements.

Drop or Withdrawal from South Texas College

To officially withdraw or drop from the college, a student must contact the Enrollment Center or the Student Information Center, in person or by email.

South Texas College will refund a percentage of collected tuition and mandatory fees to students who officially withdraw or drop from the institution according to the refund schedule established by the Texas Higher Education Coordinating Board.

Dropping and adding a course of equal value is considered an even exchange when done prior to the twelfth class day during the Fall and Spring, and twelfth class day during the summer session. After the twelfth class day, a percentage for the course dropped will be charged. Please read the section on refunds for further information.

Bookstore Refunds

Bookstore services are contracted with BibliU which determines the bookstore refund policy. BibliU policy listed below is subject to change at their discretion.

The Campus Store will accept refunds and returns under the following circumstances:

- Textbooks: Students can receive a full refund during the first five (5) days of the semester with a receipt. Thereafter a full refund will only be given through the twelfth class day with a receipt and a drop slip.
- Study Guides and test preparation manuals are non-refundable. No refunds or exchanges are accepted on software.
- All other merchandise may be returned within three (3) days of purchase with a receipt.
- New material must be returned in its original condition. Shrink-wrapped items can only be returned if unopened.
- A cash register receipt must accompany all refunds and returns.
- Digital books are refundable only if not accessed and are subject to publisher-specific refund policies.