

REFUNDS

The “**effective date**” of a **class drop or add** 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 to a drop due to advisement from faculty.

“**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 Mini-mesters)

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 Mini-Mester

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 Mini-mesters)

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

Mini-Mester 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. The student will be responsible for the drop/add fee. After the twelfth class day, a percentage for the course dropped will be charged. Please read the section on refunds for further information.

Students who officially withdraw from all courses at the college after a specific date will be assessed a one-time withdrawal fee.

Bookstore Refunds

Bookstore services are contracted with Barnes & Noble College Booksellers which determines the bookstore refund policy.

The policy listed below is, therefore, subject to change at the discretion of Barnes & Noble.

- A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt; first 3 days of summer school, one day for mini-mester.
- With proof of a schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes; first 14 days for summer classes.
- No refunds on unwrapped loose leaf books or activated eBooks.
- Textbooks must be in original condition.
- No refunds or exchanges without original receipt
- No refunds on supplies
- Texts purchased the last week of classes or during exams are ineligible for refunds.