
matc

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: FEE REFUNDS AND REPAYMENTS

Code: BB0202

Policy Reference: B0201, Fees, Tuition, and Other Financial Charges

FEE REFUNDS

Refunds are not issued automatically. A completed course change form must be submitted to the Registration Office at any campus. Attendance is not a determining factor. If a letter or the course change form is mailed, the postmark is the effective date.

Students who enroll in the MATC Payment Plan must complete a course change form within the refund period to have the amount payable reduced. The MATC Payment Plan participation fee is not refundable.

- If MATC cancels a class, students must apply for the full refund or request transfer of fees to another class. (A fee is not charged.)
- Refunds of less than \$2.00 are not processed.

Fees will be refunded in accordance with the following schedule:

Courses that are 12 weeks or longer:

<u>When Request is Made</u>	<u>Refund</u>
Before First Scheduled Class Meeting	100%
During First 14 Calendar Days of the Semester	80%
During Calendar Days 15-28 of the Semester	60%
After 28 days	None

Courses that are less than 12 weeks in length and/or Weekend College are listed in the current Class Schedule.

Approving Authority:

Kathleen Christensen
Vice President, Student Services

Date: 1/6/95

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FINANCIAL AID STUDENTS - REPAYMENTS

In the case of withdrawal, MATC must recalculate the amount the student was given to cover noninstitutional expenses such as room and board, transportation, etc. It is possible that a financial aid student may have to repay part of the financial aid received. The amount determined to be repaid is based on the same schedule as the above refund policy; that being, if a student receives an 80% refund for courses dropped, he/she is required to repay 80% of any monies received back to the financial aid fund.

Office of Responsibility: Student Services