

REFUND POLICY

STUDENT ORIENTATION



A student who resigns from the college may be entitled to some refund of tuition and certain fees based upon the 10th instructional day of the semester refund policy (5th instructional day of the semester refund policy for summer session). The amount of the refund, if any, will depend upon the amounts paid by the student and the date of withdrawal.

GTC will first apply refunds to outstanding obligations of the student and then return any remaining funds to the student. At the time of withdrawal, students are responsible for any unpaid portion of their accounts and for any other obligations to the College. At no time will the amount refunded exceed the amount paid by the student.

A student who decides to withdraw from the college for the term/semester, must drop all classes on or before the 5th instructional day of the current term/semester to avoid tuition charges. All refunds/credits due to a student shall first be applied to any outstanding balances due to Goodwill Technical College. Any remaining credit balance will then be paid to the student. Refunds for tuition and fees (the first \$100 of fees are non-refundable) will be processed after the 15th instructional day, but within 30-days from the date of withdrawal.

A student who reduces his/her credit hours or officially drops from the College prior to the first day of class through the 5th instructional day of the term will receive a 100% credit of tuition and fees (the first \$100 of fees are non-refundable) for the dropped classes. A student that reduces his/her credit hours or officially drops from the College from the 5th instructional day through the 10th instructional day will receive a 50% credit for tuition and fees (the first \$100 of fees are non-refundable).

AFTER THE 10TH INSTRUCTIONAL DAY OF THE TERM, REFUNDS WILL NOT BE GRANTED FOR DROPPED CLASSES OR WITHDRAWALS.

Refund Schedule

Fall and Spring Semesters Refund Schedule

Class/Instructional Day of the Semester	Percentage of Refund
Prior to 1 st Day	100% (the first \$100 of fees are non-refundable)
Day 1 – 5	100% (the first \$100 of fees are non-refundable)
Day 5 – 10	50%
After Day 10	None

Summer Session Refund Schedule

Class/Instructional Day of the Semester	Percentage of Refund
Prior to 1 st Day	100% (the first \$100 of fees are non-refundable)
Day 1 – 3	100% (the first \$100 of fees are non-refundable)
Day 3 – 5	50%
After Day 5	None

Class Cancellations

If Goodwill Technical College cancels a class for any reason, students enrolled in the class will receive a 100% credit of tuition and fees for the cancelled class.

Refunds to Outside Agencies

Tuition paid by an outside agency will not be refunded to the student. The agency must contact the Office of Student Affairs within the refund period.

Procedure for Receiving Refund of Tuition

Refunds, when due, are made without requiring a request from the student. After completion and approval of the necessary forms, a check will be requested from the Finance and Administrative Director and will be mailed to the student's residence within 30 business days.