

REFUND TIMELINE AND PROCESS

Tuition Refund Policy

For the purpose of the refund policy, a class day is defined as a day during which college classes are conducted. Class days are computed beginning the first day of classes for the semester, not according to the number of times a particular class has met. It is the student's responsibility to drop courses.

Students enrolled in semester credit hour courses who officially withdraw or drop their semester credit hour load at Trinity Valley Community College shall have tuition and mandatory fees refunded according to the following schedule. (Refer to Academic Calendar (<https://coursecatalog.tvcc.edu/general-information/calendar/>) for semester length)

Fall or Spring Semester (16 week)

- Prior to the first class day: 100%
- Day 1-15: 70%
- Day 16-20: 25%
- Thereafter: None

Fall or Spring Semester (8-week)

- Prior to the first class day: 100%
- Day 1-8: 70%
- Day 9-10: 25%
- Thereafter: None

Summer Semester (12-week)

- Prior to the first class day: 100%
- Day 1-12: 70%
- Day 13-15: 25%
- Thereafter: None

Summer Semester (6-week)

- Prior to the first class day: 100%
- Day 1-5: 70%
- Day 6-7: 25%
- Thereafter: None

Refunds for courses with unique scheduling will be processed according to the table below:

Date	Refund %	
Prior to the first class day of the semester	100%	

Length of Term in Weeks	Last day for 70% refund	Last day for 25% refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Refunds will be applied to outstanding debts owed to Trinity Valley Community College. Then, any remaining amount will be deposited into the account from which payment was made through TVCC's secure payment portal or mailed to the student's address on file approximately four weeks after the end of the applicable refund period.

Tuition Refund Policy Appeal Process

Students who wish to appeal the amount of their refund must do so in writing. The student should send the appeal to the director of accounting services/controller no later than two months from the beginning of the fall or spring and no later than three weeks from the beginning of all other semesters.

The appeal needs to include the student's name, TVIN or social security number, date of birth, daytime phone number, and a detailed explanation for why the refund should be different from what the policy states. Once the refund request has been received, a committee will meet to determine the outcome of the appeal.

The refund appeal committee is comprised of the vice president of administrative services, vice president of instruction, associate vice president of enrollment management, director of accounting services/controller, and any other faculty or staff member that has information about the appeal. Once a decision is made, the student will be notified.