

**Meridian Community College  
Tuition/Fee Refund Policy**

Prior to the first class day, a 100% refund will be given.

<b>CLASS LENGTH IN WEEKS</b>	<b>REFUND At the end of 1st Week</b>	<b>REFUND At the end of 2nd Week</b>	<b>REFUND At the end of 3rd Week</b>
4 weeks or less	No refund	No refund	No refund
5 to 10 weeks	100%	50%	No refund
11 to 17 weeks	100%	75%	50%

It is the student's responsibility to officially withdraw from any and all courses. Refunds of fees are computed according to the instructor's recorded last date of class attendance. Attendance in an online course is measured by active participation in the course (i.e., submission of weekly assignment). Any claims disputing actual class attendance and requests for exceptions because of extenuating circumstances must be submitted in writing to the business office within 90 days after the end of the semester of withdrawal. Any exception to this policy must be approved by an administrative committee. The college will not refund fees originally paid by check until the check has successfully cleared the student's bank.

Students receiving any type of financial aid, including grants, loans, scholarships or veteran's benefits, must consult with a financial aid office staff member before dropping any course.

**Withdrawal Procedure**

It is the student's responsibility to officially withdraw from any and all courses. The student should contact the instructor (in person, by phone or via email) to discuss the decision to withdraw. A student can request to be withdrawn from courses by completing the following steps:

1. Log on to Eaglenet and click on the "My Student Services" tab
2. Select the "Registration" tab
3. Select the "Request to be Dropped from a Class" link
4. Select the course or courses to be dropped
5. Select "Update Drop Request"

The request must be submitted by the withdrawal deadline. Refer to the Academic Calendar in the online catalog at [www.meridiancc.edu](http://www.meridiancc.edu) for withdrawal deadlines. The student should review the attendance policy for each course; each class attendance policy still applies.