

# OLYMPIC COLLEGE POLICY

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**TITLE: Tuition and Fee Refund Policy**

**POLICY NUMBER: OCP 600-05**

**REFERENCE: RCW 28B.15.605**

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Per RCW 28B.15.605, the Board approves a revision of the current tuition refund policy as follows:

Prior to quarter beginning:	100%
1 <sup>st</sup> – 5 <sup>th</sup> day of quarter:	80%
6 <sup>th</sup> – 10 <sup>th</sup> day of quarter:	40%

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The Olympic College policy relating to the Tuition and Fee Refunds is set forth in Chapter 28B of the Revised Code of Washington.

## **RCW 28B. 15. 605 Refunds or cancellation of fees -- Community colleges and technical colleges.**

(1) The governing boards of the community colleges and technical colleges shall refund or cancel up to one hundred percent but no less than eighty percent of the tuition and services and activities fees if the student withdraws from a college course or program before the sixth day of instruction of the regular quarter for which the fees have been paid or are due. If the student withdraws on or after the sixth day of instruction, the governing boards shall refund or cancel up to fifty percent but no less than forty percent of the fees provided such withdrawal occurs within the first twenty calendar days following the beginning of instruction. However, if a different policy is required by federal law in order for the college to maintain eligibility for federal funding of programs, the governing board may adopt a refund policy that meets the minimum requirements of the federal law and the policy may treat all students attending the institution in the same manner.

(2) The governing boards of the respective community college or technical college shall adopt rules consistent with subsection (1) of this section for the refund of tuition and fees for the summer quarter and for courses or programs that begin after the start of the regular quarter.

(3) The governing boards of community colleges and technical colleges may extend the refund or cancellation period for students who withdraw for medical reasons and shall adopt policies that comply with RCW 28B.10.270 for students who are called into the military service of the United States.

*Recommended by*

*Submitted to President's Cabinet for Review*

*Approved by President*

*Submitted to Board of Trustees*

*Approved by Board of Trustees*

*Published in Washington Administrative Code*

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