

# FEES & REFUNDS

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## Refunds – Fees

Students requesting refunds of the Student Center Use Fee, Health Fee, Student Body Fee, Enrollment Fee, materials fee, and/or Student Representation Fee, may do so if all courses are dropped within the refund deadlines. For full-term semester length courses the deadline is typically before the end of the second week of class. Short-term courses have individual deadlines, which are often quite short. Please refer to the section dates link available within WebReg or ask Admissions and Records for more information regarding the refund deadlines for any course. Refunds will not be authorized for courses not dropped by the appropriate deadline.

A refund processing fee of \$10 per semester/session may be withheld from the refund of the Enrollment Fee for courses dropped that have not been canceled by the College.

## Refund Request Process

It is the student's responsibility to drop courses by the correct deadlines. Only Enrollment Fees are automatically refunded. For refunds other than enrollment fees, please inquire with Admissions and Records, a refund form may be required. Refund Request forms, available on our website and at the Admissions and Records Office, must be completed and submitted to the Admissions and Records Office before the end of the semester or session in which a refund is due. Any fee/tuition collected for a class that is canceled by the College or collected in error is refundable. Refunds are either issued as checks, which are mailed, or credited directly to the credit card used by Fiscal Services.

**Canceled Classes:** Any fee/tuition collected for a class that is canceled by the College or that is collected in error is refundable. Refund Request forms are available at the Admissions and Records Office and on the MPC website.

**Exception to the Refund of Fees Policy:** Any exception to the refund policy, due to extenuating circumstances, may be made to the Academic Council, upon student petition, before the end of the semester/session in which the refund is being requested. Academic Council petitions are available at the Admissions and Records Office and on the MPC website.

## Refunds – Textbooks

See *College Bookstore* for refund policy.