
Chapter: Student Affairs

Modification No. 011

Subject: **Tuition, Fees and Refunds**

I. General

Tuition and fees for credit courses are established periodically by the Board of Trustees.

II. Refunds

A. Under certain circumstances, students are eligible to receive either complete or partial refunds of the tuition and, in some cases, fees, which they have paid for courses that are administratively canceled and for courses from which they have officially withdrawn. It is the responsibility of the student to officially withdraw from a class or classes.

B. Refunds will be based on the following guidelines:

1. Official withdrawal: students who withdraw prior to the published withdrawal deadline date will be refunded 100 percent of tuition and fees.
2. Official involuntary withdrawal: in accordance with MD HB Bill 539, students who must withdraw for extenuating circumstances will be provided a 100 percent refund of tuition and fees paid by them for the semester in which they withdraw, upon submission of appropriate documentation. Eligible extenuating circumstances include the student experiencing one of the following:
 - a. Military mobilization
 - b. Illness
 - c. Injury
 - d. Hospitalization
 - e. Mental health
3. Refunds and return of funds for recipients of Federal Title IV funds are based on applicable federal law and regulations.

III. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy.

Board Approval: May 21, 1984; April 18, 1988; December 18, 1989; February 20, 1990; May 15, 1995; April 17, 1995; October 15, 2001; January 22, 2002; March 18, 2002; November 12, 2018; June 17, 2024.

Chapter: Student Affairs

Modification No. 008

Subject: **Tuition, Fees and Refunds**

I. Tuition and Fee Payment Responsibilities

A. Financial Responsibility

Each student is individually responsible for all tuition and fees charges. To ensure the student's financial record reflects the correct charges, the student is responsible for notifying the campus records office in writing of all registration changes.

B. Payment Procedures

The college accepts payments of tuition, fees and other charges in the form of cash, certain debit/credit cards and checks. Card payments can be made online and at a designated cashier office. Cash payments can only be made at a designated cashier office. Check payments can be presented at a designated cashier office or mailed to the attention of:

Montgomery College
Attn: Cashier
51 Mannakee Street
Rockville, MD 20850

Payment by check procedures are as follows:

1. One party checks, bank money orders, and bank treasurer/cashier checks, are acceptable in payment of tuition and fees. All personal checks and money orders must be made payable to "Montgomery College" for the exact amount of tuition and fees.
2. Two-party personal checks and payroll checks are not acceptable in payment of tuition and fees
3. Financial aid awarded to student's accounts is an acceptable payment option of tuition and fees.
4. Stopping payment on a check tendered in payment of tuition and fees does not relieve the student of financial responsibility for incurred tuition and fee charges.

C. Tuition Sponsorship by a Third Party

If a third party such as, but not limited to, a federal, state, municipal, private or government agency agrees to pay tuition and fee charges, the student remains primarily responsible for tuition and fees charges. In the event that such a third party fails to honor its agreement, Montgomery College reserves the right to bill the student directly.

II. Refund Procedures

A. General

1. Students wishing to officially withdraw from a course or courses should consult with the records office on their campus in order to insure that required procedures are followed.
2. Students who receive financial aid must inform the Student Financial Aids Office if their withdrawal or change of schedule changes the number of credit hours in which they are enrolled. If they have paid their tuition using financial aid funds, they normally will receive no refund since the amount of the refund will be returned to the appropriate financial aids account.
3. The effective date for the calculation of a refund will be the date that an appropriate "Change of Schedule" or "Complete Withdrawal" form is received in the respective campus records office. Except in cases where courses are administratively canceled by the College, no refund will be made unless the required forms have been completed and received in the appropriate campus records office.

B. Administrative Cancellation

1. When a course is administratively canceled by the College, students who do not replace the canceled course are eligible for a refund of 100% of the total tuition and fees which they have paid for the course.
2. Unlike the voluntary or involuntary withdrawal procedures, students enrolled in courses which are canceled by the College are not required to "officially" withdraw from the courses. Appropriate adjustments, including refunds, will be made to their accounts.

C. Involuntary Withdrawal

1. In order to be eligible for a full refund of tuition and fees under the conditions listed below, the student must submit to the campus records office the required written notification of withdrawal form and the appropriate substantiating data to support such a withdrawal.
2. A withdrawal is considered involuntary if it results from one of the following:
 - a. Military Mobilization

The request for withdrawal must be substantiated with copies of military orders signed by the individual's commanding officer or another appropriate official to show proof of date of entry.
 - b. Illness, injury, hospitalization, or mental health of the student

Certification must be provided by the student's attending physician stating that the student's circumstances require their withdrawal.

- c. Death of the student or in the immediate family of the student (immediate family includes a child, parent, spouse, or other member of the individual's household)

Appropriate substantiation must accompany the request for withdrawal.

- 3. Other extenuating circumstances may be deemed involuntary withdrawal on a case-by-case basis. Students may petition the College Registrar to have their circumstances considered as involuntary.

D. Voluntary Withdrawal

- 1. Voluntary withdrawal is one which results from causes other than those defined above as involuntary.
- 2. The percentages of refunded tuition vary according to the following:

- a. Withdrawal prior to the first class meeting

Students are eligible to receive a refund of 100% of the total tuition and fees which they have paid for the course or courses from which they are withdrawing, if their withdrawal is effective prior to the day of the first class meeting of the course or courses. The date of the first class meeting of each course is shown on the student's schedule and at any subsequent time the student effects voluntary change to their course selections.

- b. Withdrawal prior to the published deadline date of a course

Students are eligible to receive a refund of 100% of the total tuition and fees which they have paid for the bill hours from which they are withdrawing, if the withdrawal is effective on or after the day of the first class meeting of the course or courses, but before the date specified as the deadline for receiving refunds in each course from which a withdrawal is made. The last date for receiving a refund will be shown for each course section on the student's schedule and at any subsequent time the student effects voluntary changes to their course selection.

- c. Withdrawal after the published deadline date for refund purposes

Students withdrawing from a course after the published deadline date are not eligible to receive a refund for that course.

E. Appeals of Refund Decisions

- 1. Appeals of refund decisions may be made to the College Registrar. Appeals will not be considered if entered more than 45 days after the close of the term for which the student is claiming a refund. Campus academic appeals committees hear appeals on academic matters and have no authority to authorize refunds.

III. User Fees

- A. The Board of Trustees has established fees assessed to all credit-bearing students and reviews these fees annually in concert with tuition rates:
1. A "Consolidated Fee" is intended to eliminate separate fee charges formerly associated with registration, records, use of various in-class instructional and laboratory supplies and instructionally related items (such as library, learning resources, and counseling and advising materials and services), student activities and athletics, intramurals, alumni activities, and use of some instructional equipment and expendable supply items.
 2. A "Technology Fee" in order to maintain current, safe and accessible technology in classroom and gathering space.
 3. A "Major Facilities Fee" to support the renewal and replenishment of College facilities and applicable debt service costs incurred for such renewal and replacement.
 4. A "Transportation Fee" to support the cost of transportation operations including parking garages and lots, campus roadways, the Metro Ride On Service, shuttle services and associated debt service costs incurred for these operations.

Periodically, the Board of Trustees may consider other fees as appropriate.

- B. Fees for each continuing education course are established using a standard formula. These fees are used to cover costs associated with college provided resources and services including instructionally related items, the renewal and replenishment of College facilities, and the cost of technology incurred for instructional programs.

Administrative Approval: May 21, 1984; February 8, 1985; April 18, 1988; October 23, 2000; October 7, 2002; May 14, 2004; March 23, 2015; June 27, 2024.