

# REFUNDS

## Refund Policy

Students who fail to withdraw through MyTMCC (<http://my.tmcc.edu/>) within the refund periods will be held responsible for all tuition and fees. Refunds for withdrawing from classes are based on the number of times that the class has met and not the number of times that a student has attended.

Instructor withdrawals do not remove charges.

## Refund Periods

### Fall/Spring Terms - Regular/Dynamic Extensive (DYE)

- 100% refund if the class is dropped through MyTMCC (<http://my.tmcc.edu/>) by 11:59 p.m. on the Sunday after the first official start date of the class.
- 50% refund if the class is dropped through MyTMCC (<http://my.tmcc.edu/>) by 11:59 p.m. on the Sunday of the third week from the official start date of the class.

### Fall/Spring Terms - Dynamic (DYN)

- 100% refund if the class is dropped through MyTMCC (<http://my.tmcc.edu/>) by 11:59 p.m. on the first official start date that the class meets.
- 50% refund if the class is dropped through MyTMCC (<http://my.tmcc.edu/>) by 11:59 p.m. in the first 20% of the class period starting from the first official start date of the class.

### Fall/Winter/Spring Terms - Dynamic Intensive (DYI)

- 100% refund if the class is dropped through MyTMCC (<http://my.tmcc.edu/>) by 11:59 p.m. the day before the first official start date of the class.

### Summer Courses (Lasting Five Weeks)

- 100% refund if the class is dropped through MyTMCC (<http://my.tmcc.edu/>) by 11:59 p.m. on the first official start date of the class.
- 50% refund if the class is dropped through MyTMCC (<http://my.tmcc.edu/>) by 11:59 p.m. in the first 20% of the class period starting from the first official start date of the class.

## Canceled Courses

No action is required by the student. Students will receive a 100% refund.

Refund for dropped classes are automatically issued after the third week of instruction. Students are urged to enroll in our direct deposit process.

## Refunds related to credit card payments

Payments made online are refunded back to the credit card that was used to make the payment. Payments made at the Cashier's Office will be issued through a direct deposit if a student has set this up in MyTMCC (<http://my.tmcc.edu/>), otherwise, a check is issued. All check refunds are mailed to the student's current on-file address.

## Refunds for Exceptional Circumstances

Students are responsible for either paying for or officially withdrawing online from each class in which they register, even if they do not attend.

If a student fails to withdraw online during the refund period, they will be responsible for tuition and fees.

In the case of an exceptional circumstance, upon presentation of documentation and approval of the president or the president's designee, a refund of the registration fees and nonresident tuition for a semester may be given upon official withdrawal made at any time during the semester in the following instances:

1. Deployment of the student in the United States Armed Forces or Nevada National Guard;
2. An incapacitating illness or injury which prevents the student from returning to school;
3. Death or incapacitation resulting from an illness or injury of the student, or spouse, child, parent, or legal guardian of the student that prevents the student from returning to school for the remainder of the semester;
4. Verifiable error on the part of the institution;
5. Involuntary job transfer outside the service area of the institution as documented by employer, or;
6. Other exceptional circumstances beyond the control of the institution or the student.

Refunds are made to the student or to the contributing party in proportion to the payment of original fees made by each.

Students may apply for an exception to the refund policy within a semester, whether or not they have dropped the class(s) online.

Students may apply for an exception to the refund policy within 90 days after the end of a semester provided they have dropped the class(s) online.