



3. The student's tuition is paid by his or her employer and either the student or the employer is considered a county resident. (An employer is considered a county resident if that employer operates a business, or branch thereof, within Monroe County (Michigan).
4. The student's tuition is being paid by his or her high school via Michigan Dual Enrollment.
5. The student is considered a resident, as defined below:
  - a. The residence of a student who is a minor follows that of his/her parent or legal guardian.
  - b. A person may qualify as a resident by residing: 1) six (6) months within the State of Michigan, and 2) thirty (30) days within a Monroe County (Michigan) precinct. If a person moves to another precinct within the county, he/she is still considered a resident of the county.

In cases where the residency of a student is considered in doubt, the student could be asked to provide proof in the form of: 1) up-to-date voter registration card, 2) a vehicle registration form (pre-printed by the Secretary of State), 3) a driver's license, 4) an official communication from a municipal official indicating how long the student has resided in the county.
6. Foreign nationals who are admitted to the College are considered out-of-state residents for tuition rates, regardless of length of residency within the district or state.

C. Variation concerning individual cases in regard to these regulations should be directed to the Registrar.

#### Residency Determination

Based upon adopted Board Policy and in conformance with State statutes, the Vice President of Administration will make a determination of residency status in the event that an adjudication is necessary.

#### Refund of Tuition and Fees

The following is the standardized policy established by the College for refunds of tuition and fees.

- A. A tuition refund computation is not necessarily based on the amount paid, but rather, on the total amount of tuition and fees assessed (except as exempted below).
- B. Tuition
  1. If class, course, program, or seminar is completed within 1 - 13 days:

Students will receive a 100% refund when withdrawing prior to the day of the first class meeting. No refund will be issued after this time.
  2. If class, course, program, or seminar is completed within 14 - 63 days:
    - a. Credit Hour Instruction

Students will receive a 100% refund when withdrawing on the first or second business day of the semester. Students withdrawing on the third or fourth business day of the semester will receive a 50% refund. No refunds will be issued after this time.

b. Non-Credit Instruction

Students will receive a 100% refund when withdrawing on the first scheduled day of class or the next immediate business day. Students withdrawing during the next two business days will receive a 50% refund. No refunds will be issued after this time.

This category shall apply to all non-credit open lab courses.

3. If class, course, program, or seminar is not completed until 64 or more days:

a. Credit Hour Instruction

Students will receive a 100% refund when withdrawing prior to class or within the first week of the semester. Students withdrawing during the second week of the semester will receive a 50% refund. No refunds will be issued after this time.

Refund for credit hour open lab courses is computed from the date the student begins the lab or the first day of the semester, whichever comes later.

NOTE: The first week of the semester for credit hour instruction begins with the first day of the semester (not necessarily the first class meeting) and ends six calendar days thereafter.

b. Non-Credit Instruction

Students will receive a 100% refund when withdrawing prior to class or within the first week of classes. Students withdrawing during the second week of classes will receive a 50% refund. No refunds will be issued after this time.

NOTE: The first week of classes for non-credit instruction begins with the first class meeting and ends six calendar days thereafter.

C. Fees

1. Technology fees are refunded on the same basis as contact hour tuition.
2. Lab fees and special fees are not refundable beginning with the 50% tuition refund period. (Some Math courses have fees that are not refundable after the class has met.)
3. Registration fee is not refundable.

No refunds will be made for amount or dates other than those stated above and no exceptions to the policy are made for students who enter late. Refund adjustments for exceptional circumstances such as death in immediate family, serious illness, hospitalization, or date adjustments for business vs. calendar days will be taken into consideration and shall only be made by the Vice President of Administration or one of his/her designees: the Director of Financial Services, the Registrar, or the Division Director for Corporate and Community Services. In such cases, the student should notify College authorities as soon as possible.

## Tuition and Fees Policy - 3.05, page 4

Tuition Schedule, Misc. Fees, & Time and Method of Payment 3-22-76, eff. Summer Semester 1976; revised policy 9-26-77; revised Tuition Schedule and Tuition Refund Policy 2-27-78, eff. Interim 1978; revised Tuition Schedule 9-24-79, eff. Winter Semester 1980; revised Tuition Schedule & Misc. Fees 6-23-80, eff. Fall Semester 1980; revised policy 1-26-81; revised policy 9-28-81; revised Residency Status policy 3-14-83; revised Miscellaneous Fees 6-11-84; revised policy 11-25-85; revised tuition rates and refund policy 6-22-87; revised tuition rates, Miscellaneous Fees 4-24-89; revised tuition rates, Miscellaneous Fees 2-24-92; revised tuition rates, Miscellaneous Fees 11-28-94; revised Misc. Fees & Refunds 4-22-96 eff. Fall Semester 1996; revised graduation fee 2-24-97; revised tuition rates and registration fee effective Fall Semester 1998 10-27-97; 11-22-99; revised tuition rates, Technology and Registration fees effective Fall Semester 2001 11-27-00; reinstated credit by exam fees 4-28-03; 1-26-04; 6-28-04; 3-27-05; 3-30-06; 3-26-07; 2-25-08; 5-13-09 revised to billable contact hours effective Fall Semester 2009; 3-22-10; 4-11 revised tuition rates and registration fee; 9-26-11; revised tuition rates and technology fee 4-23-12; revised tuition rates, technology, & registration fees 4-22-13; 9-23-13; revised tuition rates, Residency Status B.4. and B.6., Fees C.2.); revised tuition rates, Residency Status B.4., Fees C.2. 5-19-2014; revised Miscellaneous Fees, Special Fees 9-29-14; revised tuition rates and technology fees effective Fall 2015 4-7-15; revised Non-Resident Student Veteran, Non-Resident Veteran Dependent Student using GI Bill programs, Non-Resident Student Active Duty Service Person & Spouse, and Residency Status B.5.b. and B.5.c., effective July 1, 2015) 6-22-15; (revised tuition rates, effective Fall 2016) 4-4-16; 3-27-2017; 3-26-2018 (revised tuition rates, effective Fall 2018); 2-25-19 (revised residency status for Veterans).