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Cincinnati State
TECHNICAL AND COMMUNITY COLLEGE

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Refunds and Non-Attendance
Policies for refunds and non-attendance

Below are Cincinnati State's policies concerning refunds and non-attendance at classes.

Refund Schedule

Refunds are disbursed to the student and/or a third party payer. Refund checks are mailed to students during the sixth week of the term.

Requests for refunds will be considered only if the student completes and signs the official College drop/add class form. The student shall deliver the completed form to the Office of the Registrar. The official date of withdrawal (drop) is the date of entry of the form by the Office of the Registrar. The admissions fee is not refundable, and the registration fee, technology/activity fee, extended payment fee, late registration fee, and facility fees are not refundable unless the College cancels all classes the student registers for.

The College's refund schedule is as follows:

- Refunds for dropped classes processed in the Office of the Registrar before the first day of the term are calculated at a rate of 100% refund of the in or out-of-state tuition fee and course/lab fee for the dropped class.
  Refunds for dropped classes processed in the Office of the Registrar from the first day of the term through the seventh calendar day of the term will be calculated at a rate of 100% refund of the in or out-of-state tuition fee and course/lab fee only for the dropped class.
  Refunds for dropped classes processed in the Office of the Registrar from the eighth to fourteenth calendar day of the term are calculated at a rate of 50% refund of the in or out-of-state tuition fee and course/lab fee for the dropped class. There is no reduction of charges for courses dropped after the fourteenth calendar day of the term.
- Flexibly scheduled courses: Courses which have a beginning or/and ending date different than the first and last weeks of the normal term schedule are considered flexibly scheduled and will have a

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prorated refund period applied to them. A 100 percent refund is applicable to a flexibly scheduled course dropped in the first 11 percent period of that course's term. A 50 percent refund is applicable to a flexibly scheduled course dropped in the 12 to 22 percent period of that course's term. No refund is applicable after the 22 percent period of the term.

- Course cancellation: A refund of 100% will be made to a student who has registered for courses that have been cancelled by the College (if the student does not change to another course).
  Refunds for students whose registration bill was paid by third-party funding (financial aid, agency) are applied toward reimbursing the third-party before any disbursement to the student.
- If a student owes a financial obligation to the College, the refund will be applied toward payment of the balance due before any disbursement to the student.
  Students who do not follow the established dropped-class procedures of the College will not be eligible for a refund.
- Students who have questions concerning refunds may direct those questions to the College Cashier's Office.
- Appeals to this refund policy may be filed through the College Cashier's Office.

Non-Attendance of Classes

1. Instructors are required to document student attendance in each course meeting throughout the term.
2. From the first day of the term until the First Day to Withdraw for the term, students who drop or withdraw from a course must identify whether or not they attended the course section.
3. A student who enrolls in a course but does not attend the course within the first two weeks will be designated a "no show" (NS) by the instructor.
4. If there is a discrepancy between a student's self-reported attendance status and the attendance status reported by an instructor, the attendance status reported by the instructor will be the status of record.
5. Students are not permitted to begin attending a course section after a NS has been issued by the instructor or self-reported by the student for that course section.
6. The designation of NS will not appear on the student's transcript.
7. A student who receives a NS designation for a course is still financially responsible for payment for the course. Federal Financial Aid is not applicable to a course for which a student has received a NS designation.
8. A student is not permitted to withdraw from a course he or she did not attend or to which a NS has been assigned.

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