

- address in all personal textbooks.
- Keys and valuables should not be left in the car.
- Always lock your car.

Destruction of Property

Students who damage or destroy property belonging to the College or other individuals will be responsible for the damage. Willful destruction of property will subject the violator to criminal penalty. Tampering with fire protection equipment or other security devices may result in a fine.

FINANCIAL INFORMATION

Financial Obligations

Students are expected to meet all their financial obligations to the College. Students who do not satisfy institutional charges will be subject to disciplinary action (e.g., withholding of academic transcripts and other records, barred from registration for subsequent semesters, suspension, etc). It is the policy of the institution to withhold academic transcripts for students who have been reported to the institution as being in default on a student loan.

Bad Checks

Any student who gives an insufficient check to the College or any of its auxiliary enterprises may be subject to disciplinary action and/or legal action and the maximum fee allowed by law. Disciplinary action can include, but is not limited to, exclusion from class, placing a hold on records, and revoking check-writing privileges.

Refunds

To be eligible for a refund a student must officially withdraw or reduce their semester credit hour load. No refund will be made after August 31 of the fiscal year of withdrawal. Students who officially withdraw from all courses may obtain refunds of their tuition and mandatory fees on the following schedule (refunds are based on amounts collected or due on the official reporting date):

Fall and Spring Sixteen-Week Length Classes

During Add/Drop Period (Prior to first day of class and first four days of term)	100%
From the fifth through the fifteenth class day	70%
From the sixteenth through the twentieth class day	25%
After the twentieth class day	NONE

Six-Week Summer Semesters

During Add/Drop Period (Prior to first day of class and first two days of term)	100%
From the third through the fifth class day	70%
From the sixth through the seventh class day	25%
After the seventh class day	NONE

Flex Entry & Non-Semester-Length Courses

Prior to the first day of class 100%

After class begins, see below:

Length of class term in weeks	Last day for 70% refund	Last day for 25% refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20