

REFUND POLICY

Refund Policy

All refunds are calculated in calendar days from the class start date. The refund policy for withdrawal or net credit load reduction for all students is as follows:

The refund policy for a one-day course shall be:

- 100% if initiated before the day of class.
- No Refund as of the day the class begins.

The refund classes two calendar days through eleven calendar days in length shall be:

- 100% if initiated on or before the first day of class.
- No refund after the first day of class.

The refund policy for regular session (16-week) and dynamic extensive (longer than 16-week) session courses shall be:

- 100% if initiated on or before the seventh day of class.
- 50% if initiated on/or before the fourteenth day of class.
- No refund after the fourteenth day of class.

The refund policy for all other courses and sessions (twelve days or longer) shall be:

- 100% if initiated on or before the fourth day of class.
- 50% if initiated on or before the seventh day of class.
- No refund after the seventh day of class.

Note: For internet classes, the first class meeting is considered to be 8 a.m. of the first business day of the week in which the course began.

The refund policy for community education courses:

- 100% if the college cancels the class.
- 100% if a student withdraws from a community education class at least seven days prior to the first day of class.
- No refund if the student drops the class fewer than seven days prior to the first day of class.

Non-resident tuition shall be refunded in conformity with the above schedule for load reduction to six credits or less and for withdrawal.

Requests for refunds must be filed within 120 days from the last day of the semester the student is appealing. The refund appeals committee will determine if a refund is warranted.

Refund exceptions, which are approved, may be applied back to student's financial aid or other past due balances.

The grade of W (withdraw) will remain on student transcript and may affect student financial aid eligibility.

In the following circumstances students may receive a full refund of all registration fees and tuition provided they withdraw any time during the semester and complete the required paperwork. Documentation of circumstance is required:

- Deployment of the student in the United States Armed Forces.
- 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.
- Verifiable error on the part of the institution.
- Involuntary job transfer outside the service area of the institution as documented by employer, or
- Other exceptional circumstances beyond the control of the institution or the student.

The exception to the refund form may be found at the Admissions and Records Office of the Elko campus, your local center, or online at www.gbcnv.edu/admissions, then click on forms.