

## Refunds of Registration Fees

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During the 16-week semester, a student who officially drops a full-semester course **PRIOR TO THE BEGINNING OF THE THIRD WEEK OF CLASSES WILL RECEIVE A 100 PERCENT REFUND OF FEES PAID**. A written request must be made on official College forms or through MyJeffco online prior to the beginning of the third week to obtain a refund. Official forms are available online or upon request by contacting the Office of Enrollment Services at (636)481-3209/797-3000, ext. 3209, or may be obtained from the Office of Enrollment Services in the Student Center, at the appropriate dean's office, or at the offices at Jefferson College Arnold or Jefferson College Imperial. The forms must be returned to the Office of Enrollment Services, the appropriate dean's office, or at the offices at Jefferson College Arnold or Jefferson College Imperial prior to the beginning of the third week of classes. Deductions from refunds may be made for laboratory materials used and for other financial obligations. Refunds for courses of shorter-term length will be made on a pro-rata basis. The official written requirement applies (i.e., refund expires after 12.5% of term length). For [specific refund dates](#) for all courses, visit the Class Schedule on the Jefferson College website.

**Failure to attend classes does not constitute a drop or withdrawal and does not entitle the student to a refund. All drops/ withdrawals must be initiated by the student on official forms or online via MyJeffco.**

### *Tuition Refund Appeal*

A student may drop classes and be entitled to a refund of tuition and lab fees paid or a removal of assessed tuition charges and lab fees during published refund period dates. After these dates, a tuition refund appeal will be considered for the following circumstances only:

- Death of an immediate family member
- Extended illness or critical injury of student or immediate family member
- Institutional error

The Tuition Refund Appeal form is available under the Student tab in MyJeffco, and it can also be obtained from the Office of the Vice President of Student Services, the Office of Enrollment Services, or the offices at Jefferson College Arnold or Jefferson College Imperial. A student should officially withdraw from classes before submitting an appeal. If the student is a financial aid recipient, he or she should check with the Office of Student Financial Services before withdrawing or submitting a Tuition Refund Appeal to discuss how his or her financial aid status/eligibility may be affected. The student should then submit the completed Tuition Refund Appeal form with required documentation to the Office of the Vice President of Student Services. Incomplete appeals will automatically be denied. Tuition Refund Appeals must be received prior to the end of the following semester.

Please note that this appeal process cannot be used for instructional complaints. A student should contact his or her instructor or the appropriate Associate Dean regarding these issues. Refunds associated with military obligations are handled outside of this process. In these situations, a copy of a student's military orders must be submitted to the Office of Enrollment Services along with a completed withdrawal request.