

## **Course Cancellations and Refunds**

### **PURPOSE**

The purpose of this procedure is to provide a clear and coherent process for applying for a course-related refund at Pitt Community College (PCC). The College will systematically provide a refund for any class that is canceled by the College or dropped by the student prior to the census date. Refunds will be handled in accordance with North Carolina Community Colleges State Board Code (SBCCC) tuition refund requirements.

### **PROCEDURE:**

#### **Curriculum (Credit) Courses**

Tuition and student fee refunds for curriculum (credit) classes are subject to the following requirements:

1. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic term as noted in the college calendar. In addition, a student is eligible for a 100% refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.
2. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the term.
3. For classes that do not meet for the entire term, a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 10% point of the class.

For specific deadlines, including the 10 percent point of the semester, please see the [Academic Calendar](#).

To begin the refund process, a student must drop the course(s) by contacting their academic advisor.

Refund checks are automatically generated provided a student completes the drop process within the designated refund period. The tuition refund check is mailed to the student's address on record with the College after the end of the 75% refund period, typically about three weeks after the beginning of the semester. Students who have questions or need assistance should contact the Cashier's Office at [pccar@email.pittcc.edu](mailto:pccar@email.pittcc.edu) or 252-493-7234.

The curriculum refund procedure is subject to change by action of the North Carolina Community College State Board.

#### **Continuing Education (Noncredit) Courses**

The Office of Continuing Education and Workforce Development Division may refund the registration fee only for courses identified as "Occupational Extension."

The student must complete a Continuing Education Drop/Refund Request form, available from the PCC Greenville Center located at 3107 S. Memorial Drive.

The registration fee refund is possible under the following circumstances:

1. A student who officially withdraws in person in the Office of Continuing Education and Workforce Development Division prior to the first class meeting is eligible for a 100% refund.
2. If the college cancels a class due to insufficient enrollment, the student will receive a 100% refund, checks will be automatically processed.
3. A student who officially withdraws in person at the Office of Continuing Education and Workforce Development Division or with class instructor prior to or on the official 10% point of the class is eligible for a 75% refund.
4. No consideration of requests for refunds will occur after the 10% point.

All Continuing Education tuition refunds will be mailed to the student's address on record.

The North Carolina State Board of Community Colleges set the refund policy, which is subject to change without notice.