

Refund Policy

Refunds are based on the first official day for the term and are not based on the first class day for individual courses. **After the Schedule Adjustment Period ends, students may receive a PARTIAL refund only if they COMPLETELY withdraw from ALL classes in which they are enrolled.** Students completely withdrawing from the college must submit a complete withdrawal form to Enrollment Services or one of the off-campus sites; you cannot do a complete withdrawal on the web after the term has begun. For any questions you may call the cashier's office at 205-856-7779.

Prorated Refund Schedule for Complete Withdrawal from Spring Regular Term, Session I and Session II are as follows. The complete withdrawal from all courses following registration must be done by or before these dates.

Spring Regular Term: January 6, 2012 through May 4, 2012

Through January 5, 2012	100% Refund
Through January 12, 2012	75% Refund
Through January 19, 2012	50% Refund
Through January 26, 2012	25% Refund

Spring Session I: January 6, 2012 through February 28, 2012

Through January 5, 2012	100% Refund
January 6 – 9, 2012	75% Refund
January 10 – 13, 2012	50% Refund
January 14 – 17, 2012	25% Refund

****Schedule Adjustment for regular term and Session I is January 9, 2012 through January 11, 2012**

Spring Session II: March 3, 2012 through May 4, 2012

Through March 2, 2012	100% Refund
March 3 – 6, 2012	75% Refund
March 7 – 12, 2012	50% Refund
March 13 – 14, 2012	25% Refund

****Schedule Adjustment for Spring Session II is March 5, 2012 through March 7, 2012**

Administrative Fee: An administrative fee not to exceed 5% shall be accessed for complete withdrawal.

Refund for partial withdrawal: During schedule adjustment when dropping and adding of individual courses are allowed, students may drop a course and receive a full refund for that course and its related fees only. There will be no refund to a student who partially withdraws after schedule adjustment has ended.