REQUEST FOR BOARD OF TRUSTEES ACTION

Committee: Planning & Budget

Title: Revision to Refund Provisions of the Registration Fee

Date: September 27, 2006

Recommendation: That the Board of Trustees modify the College’s non-refundable registration fee in the amount of $55.00 to provide that it be refundable in the same manner as described in the Tuition and Fee Refund Policy.

Justification: This registration fee, in the amount of $55.00, has been viewed as unduly punitive and is believed to promote a delay in student registration. The revision would provide for a full refund for students withdrawing during the first 8 calendar days, a 50% refund for those withdrawing during the next 8 calendar days, and no refund for students who withdraw after this period.