



TECHNICAL COLLEGE  
OF THE LOWCOUNTRY

**POLICY: Continuing Education Refunds**  
**Number: 2.1.6**

Responsibility: Administrative Services  
Last Updated: October 1, 2022  
State Policy/Law:

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Commission Chair

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President

Continuing Education (CE) classes are self-sustaining, and instructors are contracted for and materials ordered based on enrollments.

**Continuing Education Refund Stipulations**

1. Applications for a refund must be received prior to the beginning of a class.
2. Non-attendance is not a condition for a refund.
3. Full refunds are granted only for course cancellations.
4. Any exception will be made only by the Vice President for External Affairs.
5. Students receiving funding under the Veterans Affairs Administration Title 38 U.S. Code will have funding returned and/or refunded in accordance to established refund policies and requirements as determined by the Veteran's Affairs administration.
6. A student receiving funding under Title 38 U.S. Code that withdraws officially and/or unofficially will have tuition funding credited to their account, on a pro-rata basis, in accordance with Federal Code of Regulations, 21.4255 and as outlined in each program syllabus.
  - a. Students may choose, as appropriate for each course/program, to have monies held as a credit on their account for re-entry into the program at a later time or may choose to have the credit amount refunded returned to them.

In the event the student does not make a choice to have their credit on their account, the funding, as appropriate, will be returned to the student in not more than forty (40) days.

**Non-Refundable Items and Fees**

Funding will not be refunded and/or returned and/or prorated for:

- Materials provided (i.e., disposable gloves)
- Uniforms or tools purchased by the student

- Background check fees
- Medical testing requirements
- Testing and/or licensure fees
- Registration fees, \$10 or less.