Tuition Refunds

Summary

How to get a tuition refund for dropped or cancelled classes

Tuition Refund Policy

You will receive a 100 percent refund if you drop the class before the published start-date of the class (as it appears in Self-Service) or if the class is canceled. A 75 percent refund will be made if you officially drop the class before the official 10 percent point of the term. All fees are non-refundable, unless you drop the class before the start date published in Self-Service.

The start-date of the class is not necessarily the day the class meets for the first time. For example, a Tuesday/Thursday class may have a start-date of Monday, August 20, but the first class meeting would be Tuesday, August 21. To get a 100 percent refund for that class, you would need to drop the class *before* the August 20 published start-date.

Keep in mind that dropping and withdrawing are two separate processes. For classes that start a week or more into a term, a full refund will be made if you drop a class prior to the beginning date of the class (as listed in Self-Service). A 75 percent refund will be made for a class dropped on the beginning date through the 10 percent point of the class. If you withdraw from a class, you are not eligible for a tuition refund and are responsible for any remaining

tuition payments.

If you're taking more than 16 credit hours, those additional credits are free. Therefore, if you drop any of the credits above 16, there is no refund.

Refund Procedures

Generally, if you pay for classes with a **credit or debit card**, your tuition refund will go back onto that card. These refunds occur on a specified date each semester.

If you pay with **cash or check**, any tuition refund will be processed to the refund preference you set up. Follow these instructions to define your preference:

1. Log in to Self-Service using your A-B Tech Microsoft Account.
2. On the left, click **Financial Information**
3. Under **Student Finance**, select **Refund Setup**
4. Set up your profile to select how you want your money delivered

If you are on a **payment plan**, any refund will also be processed to the refund preference you set up.

Key Words: tuition, fees, refund, BankMobile, Bank Mobile, Higher One, drop, cancel

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