

FINANCIAL RESPONSIBILITY AND REFUND REGULATIONS

Returned Check Regulation

The College accepts checks subject to collection through regular banking procedures. A returned check (regardless of reason), written by the student or on their behalf by a spouse, guardian, friend, parent, or sponsor, does not constitute an automatic withdrawal from college. The College will assess a charge of \$30 for any check returned by the bank. Upon notification from the bank of a returned check, the Business Office will notify instructors not to permit a student into class until the check and service charge are paid. The check must clear the Business Office within ten days of the date on which the Business Office sent notice. Failure to respond will result in the College submitting the check(s) to the County Attorney of Angelina County for prosecution and collection.

Refund Regulations

Students who drop courses, who officially withdraw from Angelina College, or who are officially dismissed, and who are enrolled in flex courses or non-semester length courses with a census date other than the twelfth-class day (e.g., fourth class day for the six-week summer semesters) shall receive refunds of tuition and mandatory fees over the minimum tuition as follows:

Prior to the first-class day: 100%

After classes begin: See [Table A](#)

Students planning to drop a course or withdraw from the College should visit the [Office of Financial Aid](#) to determine how dropping or withdrawing from the course will affect their financial aid.

- For all classes, regardless of length, the last day to receive a 100% refund is the day prior to the first class day.
- After the last day for a 25% refund, students will receive no refund for any dropped class.

Definitions

- *Officially withdraw or drop* means that the student submits all required forms to the Office of Academic Success to withdraw from or drop a course.
- *Class Days* refers to the number of calendar days the institution normally meets for classes, not the days a particular class meets. The college calendar lists important class dates.

Table A
Schedule of Refund of Tuition and Mandatory Fees for Flex Courses and Non-Semester Length Courses

Length of Class Term in Weeks	Last Day for 70% Refund	Last day for 25% Refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or Longer	15	20

Additional Regulations

1. Tuition and fees as published online are subject to change, if necessary, to comply with state law and College regulations. The AC Board of Trustees must approve any variations from catalog regulations governing charges or refunds.
2. The College will consider all college claims for loss or damage of college property, loans, returned checks, and other such charges before the College processes and mails refunds.
3. Incidental fees and the student usage fee are not refundable.
4. The College will refund tuition and mandatory fees to the student, the student’s estate in the event of substantiated death of the student, or to the sponsor, donor, grantor, or other sources from which the College received payment. When the College applies Federal Financial Aid, including Federal Pell Grant and another source(s) of payment to a student’s account, refunds will be applied to Federal Financial Aid sources initially in the following sequence:
 - a. Federal PELL Grant Program
 - b. FSEOG Program
 - c. Other Title IV Programs

5. Classes that the College cancels at the convenience of the College due to low enrollment, shortage of space, unavailability of an instructor, or similar reasons will entitle the student to a full refund of tuition and fees.
6. If a student withdraws from the College because the student is called to active military service, the College, at the student's option, shall:
 - a. Refund the tuition and fees paid by the student for the semester in which the student withdraws;
 - b. Grant a student, eligible under the College's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
 - c. As determined by the instructor, assign an appropriate grade or credit to a student who has satisfactorily completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material.
7. Students who add hours within the permissible period will have tuition and fees increased as necessary to meet provisions of state law and college policy.
8. Students may obtain information regarding refunds for noncredit courses from the Workforce & Continuing Education Division.
9. The College makes refunds by direct deposit only. The College will process refunds thirty days after the last day of schedule changes resulting from, but not limited to, withdrawal, dismissal, cancellation of classes, or dropped classes.
10. Students must request all refunds during the same semester the student made the original payment. The College will not refund less than \$2.00 unless requested by the student at the Business Office.

Financial Information for Student Housing and Dining Services

Angelina College does not discriminate in student housing and dining services based on sex, gender, race, color, religion, national origin, disability, age, or any other basis prohibited by law. All rent and meal plan rates quoted online include applicable sales tax. The rates are subject to change based on economic conditions.

Student Housing

Angelina College has 108 student spaces in the College residence hall. The College will reserve spaces in the residence hall on a "first come, first served" basis after the College assigns housing for institutional scholarship recipients and after returning resident students have exercised their option to renew a reservation for the semester or term. The College may also reserve blocks of rooms for students participating in special student programs. All student residents must sign a contract with Angelina College (a parent must sign for individuals under 18 years of age). This contract will ensure the resident student will comply with all college rules and regulations. The College will strictly enforce Residence Hall policies.

Residence Hall Space Reservation

Students must apply for a space in the residence hall on the reservation form provided for this purpose. Students may obtain the reservation form from the College's website. Students must submit a \$100 deposit with their reservation form, which the College will retain as a property deposit. The College will use the deposit to protect against damage to the residence hall, including furniture and fixtures. If the College assigns space in the residence hall to a student and they do not move into the space or fail to cancel their reservation by the required date, the student will forfeit the \$100 deposit. The College will refund reservation deposits only upon written request from the student to the Business Office.