

# WITHDRAWAL AND REFUND SCHEDULE

## Refunds for Official Withdrawal or Course Load Reduction

***Financial Aid Students - Consult with Financial Aid prior to dropping classes.***

**There are no refunds for course reductions (dropping classes) by the student after the official Drop/Add period.**

Refunds result from actions initiated by students. **Official, complete withdrawal from all classes** will result in the refund calculation as detailed below. Tuition refunds may also result from the cancellation of classes by college officials.

Refunds for withdrawal are processed by executing a **Schedule Adjustment Form**, indicating withdrawal from all courses. Withdrawals will be processed as of the last date of attendance provided by the student on the withdrawal form.

Refunds are calculated on hours registered and paid for, and are processed during, but no later than, the end of the term, provided no unusual circumstances have occurred. The refund amount for students withdrawing from the Institution will be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion will be refunded up to the point in time that the amount equals 60%.

Students who withdraw from the Institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges. Students suspended for disciplinary reasons are not entitled to refunds.

Refunds before the end of the drop/add period are processed at 100%.

The refund of tuition and other mandatory fees in the event of the death of a student during the academic session is processed upon notification.

For assistance, contact your academic advisor, the Office of Enrollment Services, or the Office of the Bursar.

## DALTON STATE REFUND PROCESS

Students should receive a Refund Selection Kit from BankMobile.

Your packet will arrive in the mail at your primary address on file with Dalton State College. Students will be prompted to visit [Refundselection.com](https://Refundselection.com) and asked to enter their personal code. If you do not receive the BankMobile Welcome Packet within 3 weeks after attending orientation, you can contact the Bursar's Office for assistance with your personal code. After logging in, select a refund preference from the following options:

1. Electronic Deposit to another account.
2. Electronic Deposit to a BankMobile Vibe account.
3. Paper check delivered by USPS.

### Electronic Deposit to another Account

Funds are transferred to your bank of choice the same day that BankMobile receives the funds. Typically, banking institutions will credit your account within 2 business days.

### Electronic Deposit to a BankMobile Vibe Account

Funds are deposited to your account the same day that BankMobile receives the funds.

### Paper Check delivered by USPS

BankMobile will mail a check the same business day that they receive the funds. It can take 5-7 business days for the check to arrive depending on USPS.

If the student chooses electronic deposit to a BankMobile Vibe account they will receive an internet-only, non-interest bearing checking account. The account has no monthly fees for students, no NSF fees, access to 55,000 Allpoint ATM's, bill pay, mobile check deposit and more.

Students entitled to a refund will receive an e-mail notifying them that their refund has been sent via the method of their preference. For more information about the Dalton State refund process, visit: <https://bankmobilevibe.com> (<https://bankmobilevibe.com/>)

Or if you prefer, contact the Bursar's Office at 706-272-4435.