Pennsylvania College of Technology

Policy Statement

Title: Refunds

Number: P5.23

Approved by:
Presidential Action

Effective Date: 04/1983
Last Review Date: 11/2026
Last Revision Date: 11/2026

Persons/Departments Affected:
Students, Bursar's Office/Student Accounts, Enrollment & Student Success, Dining Services

Responsible Department:
Bursar's Office/Student Accounts

Policy:

I. If for any reason a student finds it necessary to change their schedule through termination or dropping classes, tuition, tuition-related fees, housing costs, and dining plan charges will be refunded to the appropriate party (i.e., agency, lending institution, and/or the student) consistent with federal and state regulations and this policy.

A. Refunds of tuition and tuition-related fees will be calculated according to the following schedule:

1. Up to and including the first day of classes – all tuition and tuition-related fees will be credited to the student's account.

2. Second day through the end of the third week of the semester (or the 20% point for short-term classes,) – the Institution will retain 30% of tuition and tuition-related fees.

3. After the third week of the semester (or the 20% point for short-term classes,) – the Institution will retain 100% of tuition and tuition-related fees.

B. Students may drop a class without financial penalty on the day of the first class meeting. In the case of an evening class, a student may drop the course the following day without penalty. All other course drops will follow the above-referenced schedule.

C. Tuition and tuition-related fee adjustments will be calculated based upon the starting and ending dates for each individual class.

D. In order to be treated in accordance with this refund policy, the student must have completed the formal termination or drop procedures as outlined in *Policy 4.31 – Terminations, Drops and Withdrawals*.

E. Students terminated from course(s) and assigned an "F" or "T" grade due to academic dishonesty, academic misconduct, or behavioral misconduct will not be eligible for any fee adjustments during the first three weeks or 20% of the term.

F. A student who pays on-campus housing fees and then decides to withdraw as a Penn College student will receive a refund as specified in the housing contract.

G. A student who pays for a dining plan and then decides to withdraw as a Penn College student will receive a refund as specified in the dining plan enrollment form.

H. Refunds for textbooks and course materials, tools and supplies, purchased at the College Store will be processed in accordance with guidelines established by the College Store.

II. Refunds

A. After fee adjustments have been recorded, any credit balance in the student's account will be distributed according to the following schedule:

1. Financial aid awards, including Federal Direct loans will be adjusted to comply with state and federal regulations.

2. Monies paid through third-party contractual agreements will be refunded to the granting agency.

B. Remaining balances, if any, will be issued electronically.

III. Appeals

A. Students who believe they are entitled to an exception to this policy must appeal to the Dean of Students, in writing. The student must do this; parents, guardians, or other family members may not appeal on behalf of the student except in unusual circumstances where the student is unable to represent themself.

B. Any exceptions granted may reduce fees on a prorated basis.

IV. Outstanding Balances

Should a student's account show an amount due to Pennsylvania College of Technology after all adjustments have been made, the student will remain responsible for payment in order to satisfy their financial obligation. The College reserves the right to use outside collection agencies for outstanding financial obligations not paid. If an account is turned over to a collection agency, the student will be responsible for all collection costs and attorney fees, in addition to the principal and late fees.

Revision History:

Date: 11/2026 Update processes to reflect change with new Student Information System

Date: 04/2026 Remove Residence Life and Student Affairs, replace with Enrollment & Student Success; changed who students send appeals to, from chief student affairs officer to Executive Director of Admissions & Secondary Partnerships.

Date 12/2021 Update for current nomenclature and clarified College Store refunds

Date: 09/2016 Updated language for federal direct loans

Date: 12/2012 Updated language and added collection agency clarification

Date: 03/2008 Update to reflect mandatory electronic transactions for Refunds

Date: 08/2005; 11/1999; 06/1992; 06/1989; 07/1988; 12/1984