



SUBJECT: Student Affairs
POLICY: 308.2 Tuition and Fees Payment and Refunds
EFFECTIVE: April 2013 **REVISED:** April 2024 **REVIEWED:**

Policy

FEE REFUNDS

Withdrawal from the College

Unless otherwise required by the Higher Education Act of 1965, as amended, students withdrawing from Great Falls College Montana State University (GFC MSU) are refunded the fees paid in accordance with the following schedule established by the Board of Regents. In order for a student to receive a refund under the Board of Regents policy, an official withdrawal form must be on file in the Registrar’s Office:

Fall & Spring Semester:

Days of Instruction* Percent Refunded

Registration day	100
1-5	90
6-10	75
11-15	50
16-on	0

* Days of Instruction begin with the first day of classes for a term and conclude on the 15th day, which is the deadline to drop/delete courses.

The Registration Fee and Application Fee are nonrefundable.

CHANGES IN CREDIT LOAD AFTER PAYMENT OF TUITION AND FEES

Students adding courses after payment of tuition and fees are required to pay additional tuition and fees created by the change in credit load.

Students dropping classes (but not withdrawing) will receive a 100 percent refund on courses dropped before the end of the 15th class day. Refunds will not be made after the 15th class day, unless the course has not begun, then see Course Addition, Drop/Withdrawal policy (211.1) section on drops/withdrawals. This schedule applies only to fall and spring semesters. For the summer withdrawal schedule, please see the academic calendar for that term. Refunds are processed approximately five (5) weeks after the start of a semester and mailed to the student’s permanent address.

DEFERRED PAYMENT PLAN

The deferred payment plan is an installment loan available, for the fall, spring, and summer terms, for qualified applicants who are unable to make full payment of current semester tuition, fees, and other charges on the regular tuition and fee payment day. This plan is available to all qualifying students through the Student Accounts Office. Installment payments and applicable fees are collected and processed by the Student Accounts Office.

STUDENTS OWING DEBTS

The college reserves the right to deny registration access to a student who has an overdue debt to any Montana State University unit. Transcripts, certificates, and degrees will be withheld from any student owing tuition, fees, or charges to a Montana State University unit. In the event a student has not returned books and/or materials belonging to this college or any other Montana University System unit, transcripts, certificates, and degrees may be withheld.

Students owing past due amounts may be referred to the State Department of Revenue and/or a commercial collection agency for collection action. The costs associated with collection through a commercial agency may be passed on to the student.