Procedures for Students

Broward College (the “College”) students pay tuition and fees in accordance with Policy 6Hx2-6.13 by a date certain determined prior to the start of the term. After the tuition and fee payments have been made by an acceptable payment mechanism, students are responsible for all dropped classes, withdrawals and requesting exceptions to such, pursuant to this policy.

Dropped Classes by the 100% Refund Date
Students may drop classes and/or make changes in their registration prior to the start of any term or session up to the published 100% refund date. Students who do not plan to attend any or all registered courses, must officially drop them. Students who take no action to notify the College of their intent not to enroll by dropping classes will be responsible for all charges associated with their registration and will be billed for the full tuition paid or covered by a third-party provider, including all student aid that was awarded to the students. Students can drop classes online via the MyBC student portal using their log-in information received upon registration or in person at any campus registration office.

Students may drop classes up to the 100% published refund date without any registration history for the dropped classes recorded on their official College transcript. Students who make changes to their record that cancels any or all of their courses will be refunded at 100% for all tuition and fees. Students who used financial aid prior to the start of classes for any bookstore charges will be billed for those charges. Future registration will not be allowed until the debt is paid.

Withdrawals After the 100% Refund Date
Students who remain enrolled after the 100% refund date will be considered officially enrolled in all their classes. Any changes in registration will be considered an official transaction that impacts the student’s record and tuition costs. Students can initiate withdrawals up to the official withdrawal date (60% point in the term) and a withdrawal (W) status will be recorded on their official transcript. Courses at the third and approved fourth attempt cannot be withdrawn by the student or faculty after the 100% refund date. Students who remain enrolled in third and/or fourth attempt courses will receive a grade whether they attend classes or not.

Student withdrawals from classes for any reason will have an impact on the record for academic and financial aid continued eligibility. Financial aid students who withdraw from courses are responsible for repayment of financial aid received and will be prorated based on the amount of aid earned aligned to the student’s last date of attendance or class participation. Students should consider the impact of their actions and persist toward completion of all courses attempted at all times and pass courses on their first attempt. Students who enlist or are called to active military duty must provide documentation of their enlistment or call to duty and submit a Petition for Refund of Tuition and Course Fees form to the Registration Office on the primary campus where the classes are taken. This documentation along with the petition for refund must be submitted concurrently.
Criteria for Refund After the 100% Refund Date

Students who can demonstrate that extenuating circumstances impacted their entire term of enrollment may petition for a refund. The extenuating circumstances must have been beyond the student’s control. Students must submit clear and convincing documentation aligned to the term and session for which the refund is requested. Petitions are generally accepted up to six months after the last day of the term for which the petition was submitted. In extremely exceptional circumstances, petitions may be considered outside of this timeframe. The student must submit a Petition for Refund of Tuition and Refundable Course Fees form to the Registration Office at the primary campus where the student is enrolled. All supporting documentation explaining the extenuating circumstances must be submitted at the same time.

Incomplete petitions and documentation that do not make a clear undisputable case for exception will not be approved.

Financial Aid Students Refunds

Students whose fees were paid using financial aid will be subject to applicable rules in accordance with College Policy 6Hx2-5.11 – Student Financial Aid, and/or applicable State and Federal law and rules. Students who charged books and/or received a refund for aid in excess of their tuition and fees using Federal Student Aid funds will be required to pay this money back. For students who withdrew or ceased attending classes during the semester for which a refund is requested, a Return of Title IV Funds (R2T4) calculation will be completed and students may be billed for unearned financial aid. If an R2T4 calculation was completed, and the refund petition is approved, no additional change to financial aid is required. If the R2T4 calculation was not completed previously, the calculation to determine how much federal aid must be repaid will be conducted when a refund petition is approved. These monies are NOT part of the refund process. Students who fail to pay these monies due to the college will be blocked from registering for future terms. Withdrawing from classes impacts students’ quantitative measure of academic progress for financial aid purposes. Financial aid requirements for satisfactory academic progress are detailed in Policy 6Hx2-5.11 – Student Financial Aid.

Petition for Refund and Student Debt

Students owing debt related to a term being petitioned will continue to be processed through the College’s billing and collection cycle until the petition review process is completed. If the petition for refund is approved, student debt will be reduced by the amount refunded. If the student had paid all or part of the debt eliminated by the petition, the student will be reimbursed. In cases where a petition for refund only eliminates a portion of a student’s debt, the remaining debt and associated collection fees will remain due and collection efforts will continue until the student’s debt is paid in full. Registration will be blocked until ALL debt is paid in full.

Petitioning for a Refund

If a student is eligible to petition for a refund because of extenuating circumstances that prevented him/her from completing a term (e.g., due to illness, call to active duty, or other emergencies), the Petition for Refund of Tuition and Special Course Fees form may be picked up from the campus Registration Office where the classes were taken. The petition must be filed within six months after the end of the applicable semester. In extremely exceptional circumstances, petitions outside of this window will be considered.
After filling out the petition form and providing all relevant supporting documentation which accompanies the petition, the student must return the documents to the respective campus Registration Office for processing. Upon review and approval by the designated campus officials, the campus designee will process the approved petition per College policy for all classes attempted for the specific term. Students will be notified in writing within 30 business days regarding the petition decision.