

**WAC 132I-160-110 Refunds.** Refunds resulting from official withdrawal from courses will be computed as follows for state supported courses:

(1) One hundred percent. The refund will be one hundred percent of the amount paid if an official withdrawal form is received in the registration office before the sixth day of instruction of the quarter for which the fees have been paid. The deadlines vary for summer quarter courses, late-starting courses, or short courses. Deadlines are available from the college website.

(2) Canceled courses. When Highline College cancels a course, the college will refund the total amount paid for the course unless the student enrolls in a course to replace the canceled course. If the new course is for fewer credits, the college will refund the difference.

(3) Forty percent. Highline College will refund forty percent of the total amount paid if an official withdrawal form is received in the registration office on or after the sixth day of instruction, provided such withdrawal occurs within the first twenty calendar days following the beginning of instruction. The deadlines vary for summer quarter courses, late-starting courses, or short courses. Deadlines are published on the college website.

(4) Continuing education classes. To obtain refunds for continuing education courses, withdrawals must be received forty-eight hours before the first scheduled course meeting. Other refunds, except for course cancellation, will be made at the discretion of the continuation education director.

(5) Fees considered "nonrefundable" will be so designated in college materials and/or websites.

[Statutory Authority: Chapter 34.05 RCW et seq. and RCW 28B.50140 [28B.50.140] (10) and (13). WSR 14-21-063, § 132I-160-110, filed 10/9/14, effective 11/9/14. Statutory Authority: RCW 28B.50.140. WSR 12-16-111, § 132I-160-110, filed 8/1/12, effective 9/1/12. Statutory Authority: RCW 28B.50.140(13). WSR 95-15-026, § 132I-160-110, filed 7/11/95, effective 8/11/95. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 92-15-115, § 132I-160-110, filed 7/21/92, effective 8/21/92; Order 013, § 132I-160-110, filed 1/6/76.]