

Paradise Valley Community College REFUND POLICY

Refund Policy (AR 2.2.10)

Length of Class Official Withdrawal Deadlines for 100% Refund

1-9 Calendar Days:	Prior to the class start date
10-19 Calendar Days:	1 calendar day including the class start date
20-29 Calendar Days:	2 calendar days including the class start date
30-39 Calendar Days:	3 calendar days including the class start date
40-49 Calendar Days:	4 calendar days including the class start date
50-59 Calendar Days:	5 calendar days including the class start date
60-69 Calendar Days:	6 calendar days including the class start date
70+ Calendar Days:	7 calendar days including the class start date

NOTE: Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. All refunds and deposits that may be due a student will first be applied to debts owed to the college. Refunds for students receiving federal financial assistance are subject to federal guidelines.

Spring 2012 Refund Dates

for 13-16 week classes that begin the first week of the semester. Beyond these dates, there will be no refund.

Scheduled Class Begins*: 100% Refund

*class start date, not date of first attendance

January 14, Saturday	January 20
January 17, Tuesday	January 23
January 18, Wednesday	January 24
January 19, Thursday	January 25
January 20, Friday	January 26
January 23, Monday	January 29

IMPORTANT: Refunds beyond the published deadlines will not be considered for reasons which are beyond the control of the college. Job transfers, change in work schedule, etc. will NOT be considered as grounds for appeal.

A. Refund Policy for Credit Classes

Students who officially withdraw from credit classes (in fall, spring or summer) within the withdrawal deadlines listed above will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes 1-9 calendar days in length or as specified by the college. Withdrawal deadlines for a 100% refund will be printed on the student invoice. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and appeal processes.

B. Refund Policy for Non-credit Classes

Unless otherwise specified, students must drop non-credit classes prior to the class start date to be eligible for a 100% refund.

C. Canceled Classes

When a class is canceled by the college, a 100% refund will be made.

D. Other Refunds

Students withdrawing from college for one of the following reasons must submit a written request for a refund to the Office of Admissions and Records or designated college official.

1. A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
2. Serious illness or death of a family member that prevents the student from attending all classes for the semester. Appropriate documentation must be provided before a refund can be given.
3. Death of a student. Appropriate documentation must be provided before a refund can be given.

Requests for a total withdrawal from the college for one of the above reasons may result in a prorated refund of tuition, provided courses have not been completed.

A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

Requesting a Refund:

<http://www.pvc.maricopa.edu/cashiers/refund.html>

To request a refund please complete the Refund Request Form and submit to the Cashier's Office. Students must be eligible for a refund through Admissions and Records prior to completing form. Download the Refund Request Form

You may submit the form by:

Drop off: Cashier's Office, KSC-110
Mail: Cashier's, PVCC, 18401 N. 32nd St., Phoenix, AZ 85032
Fax: 602.787.7355
Email: DL-PVC-Cashier@pvmail.maricopa.edu

Cash Payment

A refund will be issued through the Maricopa Student Refund Program (MSRP) for all cash payments within 30 days after the refund request is submitted to the Cashier's Office and only after the student has officially withdrawn from class. For more information please click on Maricopa Student Refund Program (MSRP).

Check Refund

A refund will be issued through the Maricopa Student Refund Program (MSRP) for all check payments within 30 days after the refund request is submitted to the Cashier's Office and only after the student has officially withdrawn from class. Check payment refunds will only be processed after 2 weeks time has elapsed from the date the check was presented for payment or proof that the check has cleared the bank is provided. For more information please click on Maricopa Student Refund Program (MSRP).

Credit Card Refund

A refund will be issued within 30 days after the refund request is submitted to the Cashier's Office and only after the student has officially withdrawn from class. Credit Card refunds must be issued to the original credit card used to pay tuition and fees.

Payment Plan Refund

A refund will be issued through the Maricopa Student Refund Program (MSRP) for all payment plan payments within 30 days after the refund request is submitted to the Cashier's Office and only after the student has officially withdrawn from class. For more information please click on Maricopa Student Refund Program (MSRP).

Refund Schedule:

All students who officially withdraw from the college or individual classes by the withdrawal process set forth in the catalog will receive a refund based on the schedule printed above. **Classes that begin later in the semester** will have the refund based on the date of the first class meeting.

Attending the First Class is Critical!

Because of a high demand for class openings, a student who does not attend the first class meeting may be dropped from the course. If you are unable to attend this first class session, you **MUST** contact your instructor regarding your absence **prior** to the first scheduled class meeting. If you don't, the instructor may drop you from the class roster to provide openings for others.

You are responsible for checking your enrollment status.

Spring 2012 Final Exams

If you are in classes which have conflicting final exam times, or if your class time is not listed, please contact your course instructor.

Note: Concurrently enrolled high school students needing a final grade from a PVCC class for high school graduation must make arrangements with their instructor for submitting their final grade early.

DAY CLASSES

MW, MWF M-R , M-F	ExamTime	Day/Date
7:30, 8:00A	7:30A - 9:20A	Mon May 7
8:30, 9:00A	8:30A - 10:20A	Wed May 9
9:30, 10:00A	9:30A - 11:20A	Mon May 7
10:30, 11:00A	10:30A - 12:20P	Wed May 9
11:30A, 12:00P	11:30A - 1:20P	Mon May 7
12:30P	12:30P - 2:20P	Wed May 9
1:00, 1:30P	1:30P - 3:20P	Mon May 7
T/R Classes	Exam Time	Day/Date
7:30, 8:30A	7:30A - 9:20A	Tues May 8
9:00, 9:30A	7:30A - 9:20A	Thurs May 10
10:00, 10:30, 11:00A	10:30A - 12:20P	Tues May 8
11:30A, 12:00, 12:30P	9:30A - 11:20A	Thurs May 10
1:00, 1:30P	1:30P - 3:20P	Tues May 8

LATE AFTERNOON CLASSES

(2:00 - 4:00P start times)

Days	Exam Time	Day/Date
M/MW	3:30P - 5:20P	Mon May 7
T/TR	3:30P - 5:20P	Tues May 8
Wednesday	3:30P - 5:20P	Wed May 9
Thursday	Last class meeting	Thurs May 10

EVENING, FRIDAY ONLY & SATURDAY ONLY CLASSES

(Evening: 4:30 - 8:30P start times)

M/MW Classes	Exam Time	Day/Date
4:30, 5:00, 5:30P	5:30P - 7:20P	Mon May 7
6:00, 6:30, 7:00P	7:30P - 9:20P	Mon May 7
7:30, 7:45, 8:00P	7:30P - 9:20P	Wed May 9
8:30P	7:30P - 9:20P	Wed May 9
T/TR Classes	Exam Time	Day/Date
4:30, 5:00, 5:30P	5:30P - 7:20P	Tues May 8
6:00, 6:30, 7:00P	7:30P - 9:20P	Tues May 8
7:30, 7:45, 8:00P	-- Last class meeting --	
8:30P	-- Last class meeting --	
Wed Evening Only	Last class meeting	Wed May 2
Thurs Evening Only	Last class meeting	Thurs May 3
Friday Only	Last class meeting	Fri May 4
Saturday Only	Last class meeting	Sat May 5

Classes will meet during the scheduled Final Exam period.

Paradise Valley

Community College Services

"KSC" Building is the Kranitz Student Center.
"E" Building is the Learning Resources Complex.

Admissions & Records Office, KSC-111	602.787.7020
Adult Re-Entry Services, KSC-177	602.787.6540
Academic Advising, KSC-186	602.787.7060
Assessment Center, KSC-226	602.787.7050
Athletics, L-109	602.787.7173
Bookstore, KSC-143	602.787.7120
Career Services, KSC-186	602.787.7073
Cashier's Office, KSC-110	602.787.7350
Center for Distance Learning, E-125	602.787.6750
Computer Commons, E-Bldg.	602.787.6760
Continuing Education, KSC-151A	602.787.6800
Center for Workforce Development	602.787.6806
Disability Resource Center, KSC-119	602.787.7171
Divisions:	
Behavioral Science	602.787.7280
Business & Information Technologies	602.787.6720
Communication & Humanities	602.787.6585
Counseling & Personal Development	602.787.6540
English	602.787.6560
Fine & Performing Arts	602.787.6809
Health & Exercise Science	602.787.7272
Library	602.787.7200
Mathematics	602.787.6671
Science	602.787.6631
Social Science	602.787.7280
Fitness Center, F-Bldg.	602.787.7270
Honors Office, KSC-204	602.787.7888
Information Center, KSC Hallway	602.787.7411
Job Development Service, KSC-176	602.787.7073
Learning Support Center (LSC), E-Bldg.	602.787.7180
Library, E-102	602.787.7200
Media Services, E-109	602.787.7220
Public Safety/Security, KSC-126	602.787.7900
Service-Learning, KSC-204	602.787.7245
Student Development, KSC-119	602.787.7170
Student Financial Assistance, KSC-101	602.787.7100
Student Life Center, KSC-135	602.787.7240
Veterans Services Office, KSC-111	602.787.7045