

Purpose:

This policy governs refunds for courses offered through Workforce Solutions at Jackson State Community College.

Policy/Procedure:

Non-Credit Course Refund Eligibility

Refunds are based on the student's official withdrawal date relative to the scheduled start date of the class.

Withdrawal Timeline	Refund Amount
Five (5) business days or more before the scheduled start date of the class.*	100% Full Refund of tuition and fees.*
Within five (5) business days up to the scheduled start date of the class.*	50% Partial Refund of tuition and fees.*
Once the class has officially started.	No Refund will be granted.

** Materials and resources that are received before the start of a course must be returned unused to receive credit. A restocking fee may apply to some resources. Some resources, such as third-party course codes, may be non-refundable. We will post these exclusions in a course's description.*

Additional Circumstances

- **Class Cancellation:** If Jackson State Community College **cancels a class**, students will receive a **100% full refund** of all tuition and fees paid.
- **Extreme Circumstances:** The Workforce Solutions office may consider exceptions for documented **extreme circumstances** such as a death in the immediate family or a documented serious illness, upon review.

Request Process

- **Refund requests** must be submitted to the **Workforce Solutions office**.

- The date the formal request is received by the Workforce Solutions office will be considered the official withdrawal date for refund calculation purposes.