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# REFUND POLICY

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## Refund Policy

In order to receive a refund, except in cases when Blackhawk cancels or discontinues a course, a student must request a refund. This also applies to drops due to non-attendance. Blackhawk will issue the refund within two weeks of a request.

Refunds will be issued in accordance with the following state guidelines:

### 100% Refund

If a student drops any course before the first-class meeting, 100% of the fees shall be refunded – excluding non-refundable fees. Dropped courses do not appear on the student transcript.

If a student drops a course before or at the time that 10% of the potential hours of instruction have been completed and adds another course on the same day, 100% credit will be received for all applicable student tuition and fees for the dropped class.

### 80% Refund

Eighty percent of all applicable student tuition and fees are to be refunded if the course is dropped before or at the time that 10% of the course's potential hours of instruction have been completed – excluding non-refundable fees. Dropped courses do not appear on the student transcript.

### 60% Refund

Sixty percent of all applicable student tuition and fees are to be refunded if the course is dropped after 10% but not more than 20% of the course's potential hours of instruction have been completed – excluding non-refundable fees. A grade of 'W' will appear on the student transcript.

### 0% Refund

No refund is made if the course is dropped after 20% of the course's potential hours of instruction have been completed. A grade of 'W' will appear on the student transcripts.

### Tuition Refund Appeal Policy

Exceptions to the Refund policy are considered on rare occasions for legitimate extenuating circumstances – situations beyond your control. These may include serious illness or hospitalization of you or your immediate family, death of an immediate family member, or military activation or deployment. A tuition refund appeal is granted at the discretion of the College.

To qualify for an exception, you must submit a Tuition Refund Appeal form, along with all required supporting documentation, to the Registration & Records Office within one calendar year of the semester end date. Information regarding the appeal process is found on the Blackhawk website: <https://www.blackhawk.edu/Student-Resources/Complaint-Process> (<https://www.blackhawk.edu/Student-Resources/Complaint-Process/>)