

Refund Policy

If a class is cancelled by the institution prior to class starting date, 100% of tuition and applicable fees for the particular course will be refunded. A change in the scheduled professor does not constitute a cancellation and will not entitle the student to a refund.

Official notice of course change requests must be submitted by the student according to the published refund schedule in order to qualify for any tuition refunds. Tuition refund percentages are calculated based on the submission date of the Course Change Request Form or Voluntary Withdrawal Form. Any debt owed by the student and/or any refund due to the student will be determined upon receipt of official notice. Adjustments will be made to tuition charges and fees which are considered refundable and are designated in the tuition and fee schedule.

The refund schedule that follows assume that all applicable charges were paid in full prior to the withdrawal otherwise the student may actually owe a balance to CBS. **Proceeds originating from refunds that are in excess of all student account charges (tuition, fees, and other related expenses) will be mailed to the student. Students should maintain their current address and contact information online at myrecords.cbshouston.edu.**

Note: The following refund schedule differs from the Department of Education and other financial aid refund policies. Students who are receiving financial aid under Title IV or other financial aid programs should also consult the Title IV refund policies in this catalog or contact the Student Financial Services Office for details.

“Days” in the following refund schedule refers to the number of days since the first scheduled class day of the term according to the academic calendar and not the number of days a particular class has met, the number of classes the professor has officially attended or missed, or the number of scheduled classes the student has attended or missed. In the event that the final day of a particular refund deadline falls on a Friday, Sunday or holiday, the calculation will be based on the next CBS business day.

Refund Schedule

Non-ADCP courses

Prior to the first scheduled day of the semester 100%

Length of Class in Weeks	Last day of semester for 70% refund	Last day of semester for 30% Refund
1 week or less (independent study)	1st day of semester	n/a
2 weeks	2nd day of semester	4th day of semester
3 weeks	3rd day of semester	5th day of semester
4 weeks	4th day of semester	6th day of semester
5 weeks	5th day of semester	7th day of semester
6 weeks	6th day of semester	9th day of semester
7 weeks	7th day of semester	10th day of semester
8 weeks	8th day of semester	11th day of semester
9 weeks	9th day of semester	12th day of semester
10 weeks	10th day of semester	14th day of semester
11 weeks	12th day of semester	15th day of semester
12 weeks	13th day of semester	16th day of semester
13 weeks	13th day of semester	17th day of semester
14 weeks	14th day of semester	19th day of semester
15 weeks or longer	15th day of semester	20th day of semester

Flex-start* and ADCP

Prior to the first scheduled class day 100%

On first scheduled class day	After first scheduled class day
70%	0%

*Courses that do not begin near the start of the semester and are indicated in the course schedule.