

method is to pay tuition in full without a fee.

## **Refund of Tuition and Fees**

([http://swtjc.edu/tinybrowser/files/academic/2013-2015catalog\\_final.pdf#page=63](http://swtjc.edu/tinybrowser/files/academic/2013-2015catalog_final.pdf#page=63))

A student should be aware of refund implications when dropping a course. Refund schedules will be posted at the Business Services Office on campus. Special-length courses may have a refund schedule different than the published standard term schedule. A student may inquire about these at the Business Services Office. Refunds are generated automatically on withdrawal from a class. If payment has been made by credit card, refund will be made to the credit card used for payment. Refunds require two-three weeks for processing. Refunds are processed by the issuance of a check from the Business Office or through a third party provider, Higher One. Students will receive a card from Higher One at which time they will have to log in to [www.myrefundcard.com](http://www.myrefundcard.com) to choose their preferred method for receiving refunds. Students will be charged a fee to replace a lost Higher One card. A student who has opted for the installment payment plan, has dropped classes, and/or withdraws from the College is responsible for the full payment of the promissory note. Refunds will be applied to any balance due on the note.

## **III. STUDENT RECORDS**

### **Access to Student Records/Family Educational Rights and Privacy Act**

([http://swtjc.edu/tinybrowser/files/academic/2013-2015catalog\\_final.pdf#page=60](http://swtjc.edu/tinybrowser/files/academic/2013-2015catalog_final.pdf#page=60))

The Family Educational Rights and Privacy Act of 1974 (PL93-380), or FERPA, provides that all records pertaining to a student which are maintained by the College must be open to inspection by the student and may not be made available to any other person, except parents/guardians who can prove that a student is a legal dependent for tax purposes, without the written authorization of the student. A "student" is defined as a person who has registered and paid for one or more credit or continuing education courses and who is enrolled in and actually attends the College. The Act further provides that certain portions of the student record are deemed directory information, and under some circumstances may be released without the student's written permission. Directory information includes name, current address and telephone number, major, dates of attendance, degrees and awards received and dates granted, most recent educational institution(s) attended, and eligibility and participation in officially recognized activities and sports. Directory information may be released without student consent unless a written request not to release is filed with the Registrar's Office. The request may be canceled only upon receipt of the student's written authorization.

Requests for release of student information or verification of enrollment should be directed to the Registrar's Office.

Additional information concerning FERPA may be obtained from the Registrar's Office or the SWTJC Catalog.

### **Change of Name**

([http://swtjc.edu/pages/admissions/registrar-and-admissions/forms\\_-\\_registrar](http://swtjc.edu/pages/admissions/registrar-and-admissions/forms_-_registrar))

Students are required to use their LEGAL name for all student records. Any change of name should be reported to the Registrar's Office immediately. An official document supporting the name change (i.e., marriage license, adoption decree, divorce decree, Social Security card, or valid driver's license) is required.