

TUITION REFUND POLICY

Refunds are not processed until the 100% refund period for the semester has passed. See the chart below for 100% refund deadlines.

The Business Office, in Building A, Room 214, will process refunds within 14 calendar days after a credit balance is on a student's account, assuming it was paid with guaranteed funds.

Continuing Education follows these guidelines for refunds. (<https://ce.harpercollege.edu/public/student/studentRequestInformation.do?method=edit&type=8>)

Refund Eligibility

To be eligible for a refund, students must drop during the 100% refund period. Refund and withdraw dates may vary per class, depending on the end date of the section within each Part of Term and are listed on the Important Financial Aid and Registration Dates (<https://www.harpercollege.edu/registration/dates.php>) page. Refund deadlines will also be listed on the student's schedule on the Registration and Records page of the MyHarper Portal. Students who do not attend class and who do not officially drop a class(es) will not receive any refund and are subject to an F grade.

Refund Process

If payment was made using a credit/debit card, the refund will be applied to the credit/debit card account from which the payment originated as long as the refund is within 90 days of the payment date.

If payment was made with cash, personal check, or electronic ACH, the refund will be in the form of a check or direct deposit. The direct deposit needs to be established at least one week prior to a refund being issued to ensure that the refund is directed to the correct location.

Direct Deposit

Direct Deposit is available in the MyHarper Portal under the Finances page.

When a refund is issued, a notification email is sent to the email address provided upon signing up for direct deposit.

Direct deposit funds normally take a minimum of 3 business days to reach the bank account once the refund has been processed.

Excess Financial Aid

Refunds that are issued due to having excess Financial Aid will be issued as a check or direct deposit within 14 calendar days of the credit showing on the student account. Students will have needed to opt in for the direct deposit at least one week prior to the disbursement of the Financial Aid. If a student paid for their courses with a credit card that refund will be applied to the credit card that was used to the extent of the original payment as long as it is within the 90 days since the payment was made.

Fall/Spring Semesters:

Classes offered in other formats or on the weekend (Friday, Saturday and Sunday) may have separate refund dates. Please refer to the Important Financial Aid and Registration Dates (<https://www.harpercollege.edu/registration/dates.php>) page for specific refund and withdrawal dates.

Summer Session:

No refund after the first week of the semester. Refunds vary for non 8-week classes. Please refer to the Important Financial Aid and Registration Dates (<https://www.harpercollege.edu/registration/dates.php>) page for specific refund and withdrawal dates.

Business Office
Building A, Room A214
847.925.6880
Email Us (businessoffice@harpercollege.edu)

On-Campus Hours

Monday through Friday: 8:00 a.m. to 4:30 p.m.