Refund Policy

Except in the case of cancellation or discontinuance of courses, students must drop a class within the stipulated refund period to receive a refund of refundable fees and tuition. In extenuating circumstances, Technical College of the Rockies may make discretionary judgments and exceptions. TCR may also establish a charge per course to be deducted from any refund to defray processing costs. Refunds are based on the beginning date and scheduled length of classes and the date the class is officially dropped. Refunds are not based on whether or not the student attended class. Refund checks are mailed from the TCR Business Office approximately 10 days after the class has been dropped. The refund for all courses, regardless of length, is:

- 100% if TCR cancels the course.
- 100% of refundable fees if the student drops the class before the first class meeting. When a registered student drops a class, the following will occur:
- No refund will be given for fees and other obligations not retrievable by the institution. Other non-retrievable fees are addressed in specific programs.
- A 100% tuition refund, less a refund processing fee of 10% of tuition (not to exceed $100) if the student is enrolled full-time and withdrawals prior to 10% of the course meetings.
- A 100% tuition refund, less a refund processing fee of 10 % of tuition (not to exceed $100) if the student is enrolled in a class 30 hours or more in length and withdraws prior to the second class meeting and within two days of the first class meeting.
- No refund will be given once 10% or more of the scheduled time for the class has elapsed.
- No refund will be given for classes less than 30 hours in length unless withdrawal takes place prior to the first class session.
- Records will not be released until all financial obligations to TCR are fulfilled.
- Books and supplies purchased from TCR are generally not refundable. For consideration, items must be in new condition and/or original packaging. Refunds are considered on a case-by-case basis by the administration.

If Financial Aid or an outside agency pays the student's fees, other refund procedures may apply. Please contact the TCR Financial Aid Director or the appropriate funding agency.

Reviewed: June 1, 2026 by TCR Administration