Technical Institute of Camden County College
Student Refund/Cancellation Policy

Students who register for courses at Camden County College are entering into a contract with the College to pay the cost of associated tuition and fees. Students will receive a 100% refund if withdrawal from a class takes place prior to the start of the class. Students will receive a 50% refund if withdrawal from a class takes place within the first 20 days from the class start date. After the conclusion of the 20th day of class, NO REFUNDS will be granted for withdrawal or non-attendance and the remaining balance will be due in full upon withdrawal. To obtain a refund, please contact TICCC administration at (856) 874-6004 and ask for a “Request for Refund” form.

Please note, students enrolled in programs that are 4 months or less will be granted a 10 day withdrawal period for a 50% refund. After the conclusion of the 10th day of class, NO REFUNDS will be granted for withdrawal or non-attendance and the remaining balance will be due in full upon withdrawal. To obtain a refund, please contact TICCC administration at (856) 874-6004 and ask for a “Request for Refund” form.

The college reserves the right to cancel a course when registrations are less than the minimum required. Tuition and fees are refunded in full if the course is cancelled by the college. The college also reserves the right to change the time, location, and/or instructor without notice.

Withdrawal from a class after the class begins does not relieve students of the obligation to fulfill their financial obligations. In addition, failing grades do NOT exempt student from full payment.

Please Note: No refunds will be issued for withdrawals processed after the deadlines. After the deadline, students who do not wish to remain enrolled in a course MUST withdraw from the course. A withdrawal form must be completed and submitted to TICCC administration. Failure to do this may result in a failure grade or additional fees as outlined above.

You will not be able to access your grades, transcripts, or register for classes. The College requires that all prior balances be paid in full before registering for future classes. Once you have paid your prior balances, you may need to notify the Business Office in order to be permitted to register. Payments made will be applied to prior balances first. Please contact TICCC administration to make payment arrangements. If your bill remains unpaid for a period of time, your account will be forwarded to a collection agency and you will be responsible to pay in full the past due balance and any collection and/or attorney’s fees that may be incurred by or on behalf of CCC to satisfy your financial obligations.