



Tuition Refund & Credit Balance Policy & Procedures

REQUESTING A REFUND

Students may request a refund by completing the Refund Request form and submitting to gcc.refund@guamcc.edu. If approved, the refund will be disbursed according to the original payment method. Payments made by credit/debit cards will be refunded back to the applicable card (i.e., Visa, Mastercard, etc.). A paper check will be issued for original payments made by cash or check. Paper checks may either be picked up at the Cashier's Office or mailed out.

TUITION REFUND

All students are obligated to pay for registered courses unless they officially drop a course(s) before the first day of class. Please refer to the Academic Calendar for specific dates and deadlines. If students do not officially withdraw from courses, they will be liable for the full amount of tuition and fees even if they did not attend classes.

The "Regular Semester" refund policy will be applied as follows to semester-long courses offered:

1. If the course drop occurs on or before the last day of scheduled adjustments, 100% of the tuition, special fees and laboratory fees will be refunded.
2. After the last day of registration, no refunds will be made for semester long courses.
3. Full (100%) refund of tuition and all special fees and laboratory fees will be made by the College to students for classes cancelled by the College.

CREDIT BALANCE REFUND

A credit balance on a student's account occurs when the payment from the student's Pell Grant, federal, and state scholarships, other grants, and private scholarships exceed the charges on their GCC bill or is greater than the amount that is owed. This is usually due to the application of financial aid and other awards or an overpayment to the student's account. If there is a credit balance remaining after all tuition and fees are paid, the student's account is reviewed by the Business Office to determine if the credit balance should be refunded to the student.

Credit Balance due to Financial Aid

During the semester, Title IV financial aid (Pell, SEOG) is disbursed and is applied towards the student's account balance. Any Title IV financial aid remaining after all tuition, fees, and book charges are assessed is disbursed to the student by check or direct deposit within 14 days of a credit balance on the student's account. Financial aid credit balances may be refunded via a paper check or direct deposit into the student's bank account. Students may sign up for direct deposit by submitting a completed direct deposit form to Bldg 2000, Room 2107 or email: levonne.borja@guamcc.edu. To access the direct deposit form, log on to MyGCC MyAccount tab and click "Direct Deposit Authorization Form". Students with direct deposit accounts will receive refunds via direct deposit, while those who have not opted for direct deposit will be issued/mailed a paper check.

Credit Balance due to Overpayment

If a student account has a credit balance that is not the result of financial aid, the student may request a refund, if one is desired. Otherwise, the credit balance will remain on the student's account and will be applied to future charges. Students may request a refund by completing the Refund Request form online. Payments made by credit/debit cards will be refunded back to the applicable card.

Contact Us!

Guam Community College
FINANCIAL AID OFFICE
P.O. Box 23069
Barrigada, Guam 96921

Phone: (671) 735-5543/5544
Email: financialaid@guamcc.edu
GCC Website: www.guamcc.edu