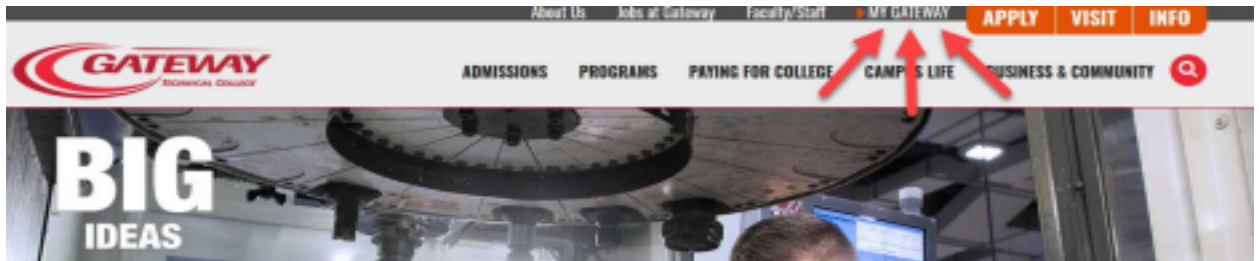


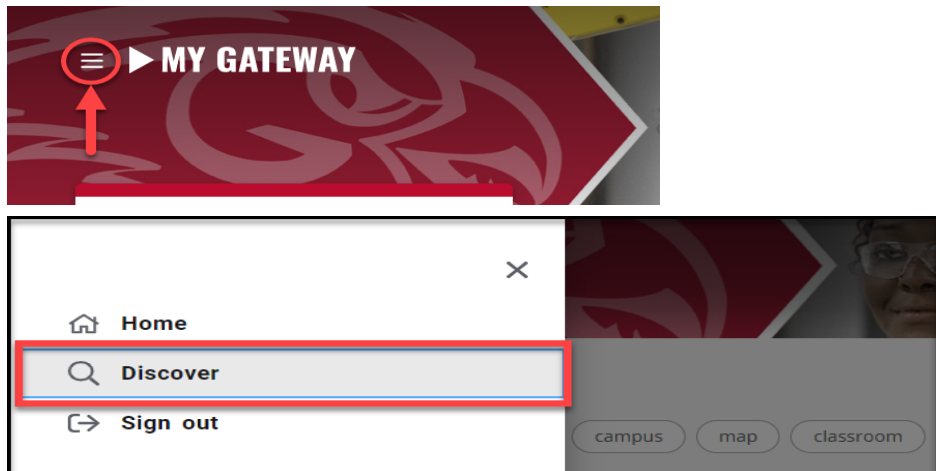


FINDING YOUR COURSE REFUND AND WITHDRAWAL DATES

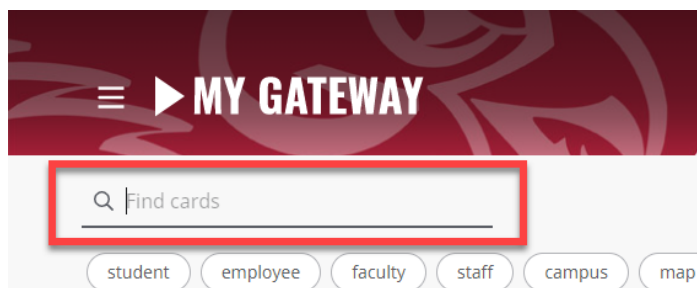
1. Login to **MY GATEWAY** via the link at the top of gtc.edu.



2. Once you are logged in, search for the card using the **Discover** option under the **Menu**



3. Use the *Find Cards* search feature and use the keyword, **“Refund”** or the phrase **“Student Refund Schedule”**



4. Select the appropriate term by using the “Term” drop down menu

The screenshot shows the 'MY GATEWAY' header and a search bar with 'refund' entered. Below the search bar are filters for 'dates', 'refund', 'schedule', 'student', and 'withdraw'. The main content area is titled 'Student Refund Schedule' and contains the instruction 'Select a term below to view your schedule listing Refund and Withdrawal Dates.' A dropdown menu labeled 'Term' is highlighted with a red box. A second red box highlights the bookmark icon in the top right corner of the card, with a callout box that says 'Click here to save Card to home dashboard'.

5. You will find your **Refund Dates** listed for each registered class in the section furthest to the right of the class details.

Course Section, Title	Inst	Credits	Start/End Dates	Refund Dates
Instructor	Meth	Days	Start/End Times	-----
Course Location:	Tuit/Fees	Term, Reg. Stat.	Refund	Drop
Campus, Room, Building			Percent	By
196-129-1W7A		1.00cr	05/14/21 05/21/21	100% 05/13/21
Management Orientation	Lect	TBA	TBA TBA	80% 05/13/21
Michael J. Hashek		\$168.46	2021SU New	60% 05/14/21
WEB, ONLINE No Set Meeting Tim				0%WDRW 05/19/21
<p>Comments In State Section Cost: \$168.46 Section Type: Online, Comments Accelerated Prog Section This online class is offered Comments in the accelerated format and will require substantial Comments work on the part of the student. The class requires Comments the use of Blackboard (internet). Please note there is Comments no textbook requirement.</p>				
196-137-1W7A		3.00cr	06/14/21 07/12/21	100% 06/13/21
Certified Service Specialist	Lect	TBA	TBA TBA	80% 06/15/21
Michael J. Hashek		\$505.38	2021SU New	60% 06/17/21
WEB, ONLINE No Set Meeting Tim				0%WDRW 07/06/21