

## WITHDRAWAL FROM A COURSE OR FROM COLLEGE: TUITION REFUND POLICY

**When circumstances require a student to withdraw from the College or to drop or withdraw from one or more courses, it is necessary to file official written notification of withdrawal with the Office of the Registrar. The date the official course withdrawal notice is filed with the Office of the Registrar determines the official withdrawal date to which the refund policy is applied.**

Withdrawal from the College may entitle a student to a refund of tuition, but not of fees. **The official date of withdrawal determines how the refund policy is applied. Tuition liability is based on the date the official withdrawal notification form is received by the Office of the Registrar.**

Once the session has begun, flat-rate students who change their programs to less than 12 credits will continue to be responsible for the flat-rate tuition charge (as opposed to the per-credit rate.) Full-time students who receive permission to withdraw from a single course are not entitled to a refund, unless the withdrawal involves extra credits paid for on a per-credit basis. In such cases, the student may ask for a refund of the extra tuition within the first four weeks of the term. Part-time students who withdraw from a course may also apply for a refund.

The percentage of refund will be determined according to the following schedule:

<b>Withdrawal Effective</b>	<b>% of Refund</b>
<b>Weekday and Twelve-Week Classes</b>	
Prior to First Class Meeting	100%
After the First and Second Class Meeting	80%
After the Third Class Meeting	60%
After the Fourth Class Meeting	40%
After the Fifth Class Meeting	20%
After the Sixth Class Meeting	0%
<b>Six-Week Sessions</b>	
Prior to First Class Meeting	100%
After the First Class Meeting	80%
After the Second Class Meeting	40%
After the Third Class Meeting	0%
<b>Weekend College Trimester Classes</b>	
Prior to the First Class Meeting	100%
Before the Second Weekend	80%
Before the Third Weekend	40%
After the Third Weekend	0%

The rate of refund for any unique class scheduling configuration is prorated according to the above refund schedule. In the absence of written notification, the official date of withdrawal is determined by the Dean.

This schedule does not apply to the tuition deposit required of first time students. This deposit is not refundable.

Refunds of financial aid awards, student loans, etc..., are not refundable until the actual funds have been received by the College and the student's eligibility for the funds as been determined.

Federal Title IV recipients should see the Return of Title IV Funds Section of this catalogue.

A refund will not be granted to student who is dismissed or who withdraws while under disciplinary action.

A student who feels that his/her individual circumstances warrant an exception to the College's refund policy may submit a written appeal for special consideration to the Assistant to the CFO. The Assistant to the CFO's decision is subject to appeal to the Chief Financial Officer.

**CREDIT BALANCES:**

The Bursar's Office has implemented a new procedure regarding student refunds. Once your account reflects a credit balance, and you are eligible for a refund, you will automatically receive a refund check. If you should decide to carry a credit to a future semester, you must complete a carry credit form. You can obtain this form by clicking onto "Bursar Forms", and print the "Carry Credit" form. After you have completed the form, return it to the Patchogue Bursar's Office.