

3.7	Policy on Refund and Course Withdrawals - Community Colleges	20-140	2020-12-17
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## Policy on Refund and Course Withdrawals Connecticut State Community Colleges

The CSCU Provost and Senior Vice President for Academic and Student Affairs, or designee, shall be the presiding authority over the application of this policy to all community colleges. It shall be included in all college catalogs, student handbooks, and college websites, and shall be made available upon request.

### REFUNDS FOR FULL-TERM COURSES

*Note: students may drop courses through the census date (by end of business day); courses dropped during this period would not appear on a transcript. Courses can only be added up to calendar day seven of a full, 15-week term.*

*No course withdrawals will be accepted once 80% of the semester has passed. For a typical 15-week term, 80% of the term is considered the last day of the twelfth week of the term. A student may appeal the course withdrawal deadline due to mitigating circumstances.*

- Prior to the start of the term through calendar day seven of the term: 100% of tuition and fees will be refunded.
- Between the calendar day eight and census (20% of the term): 100% of tuition and fees will be refunded. For students that drop a course during this period, a “Late Drop Fee” will be assessed at \$50 per course.
- After census and until 80% of the term: drops are considered a course withdrawal and will be noted as a “W” on the transcript. No tuition or fees will be refunded.

### REFUNDS FOR ABBREVIATED TERMS

#### Summer, Winter, Late Start or Other Variable Terms

*Note: students may drop a course through the first 20% of an abbreviated term length; courses dropped during this period would not appear on a transcript. Courses can only be added up to the first 10% of the abbreviated term length.*

*No course withdrawals will be accepted once 80% of the abbreviated term has passed. For abbreviated terms, 80% is considered the last day of the business week of that period. A student may appeal the course withdrawal deadline due to mitigating circumstances.*

- Prior to the start of the term through 10% of the term length: 100% of tuition and fees will be refunded.
- Between 10% of the term length and 20% of the term length: 100% of tuition and fees will be refunded. For students that drop a course during this period, a “Late Drop Fee” will be assessed at \$50 per course.
- After 20% of the term length through 80% of the term: drops are considered a course withdrawal and will be noted as a “W” on the transcript. No tuition or fees will be refunded.

### REFUNDS OF TITLE IV AND OTHER FINANCIAL ASSISTANCE

This policy excludes the effect of the Return of Title IV Aid calculation for student aid recipients.

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The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for Title IV grant or loan recipients who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or period of enrollment unless otherwise noted by the US Department of Education. This includes “unofficial withdrawals,” which are defined as students who stop attending their classes but do not follow college policy and officially withdraw from class(es). Federal law requires that the student’s federal aid eligibility be recalculated in these situations and Title IV aid not earned by the student be returned to the US Department of Education.

It is recommended that students receiving financial assistance should consult with the Financial Aid Office prior to withdrawal in order to determine the financial impact that the Return of Title IV funds calculation will have.

Funds not earned by the student are required to be returned to the appropriate federal program in the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS received on behalf of the student
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants
6. Other grant or loan assistance authorized by Title IV of the Higher Education Act

Although not required under federal regulation at the time of this policy, after federal return obligations are satisfied, any remaining funding shall then be returned to the following programs at the discretion of the policy associated with that funding source:

7. Other State, Institutional, or Private financial assistance
8. Student

### **REFUNDS TO VETERANS**

Students entering the armed services; being relocated by the military; or deployed, before earning degree credit will have 100% of term charges cancelled upon submitting notice in writing and a certified copy of enlistment papers.

### **APPEAL FOR REFUNDS OF TUITION AND FEES**

Common policies and procedures will be implemented across the twelve Connecticut State Community Colleges to ensure that students are treated equitably across each of the colleges. This process will include the following: a single Refund Appeals Form for use at each college, a common procedure for forming a committee to review appeals, common criteria for consideration in the review process, a common timeframe for students to submit appeals, and a common policy for retaining documentation when the appeal is received.

Appeals must fall under one of the following categories to be considered: military relocation or deployment, documented medical emergency, documented personal emergency, or incorrect advisement for the program of study. No appeals will be considered or accepted once the term for which they appeal is being made has finished.

<b>Additional Fees</b>	<b>Time Due</b>	<b>CSCC Refund</b>
<b>Late Drop Fee</b>	Due upon time of assessment. The fee will be assessed at \$50 per course.	Non-refundable.
<b>Supplemental Course Levels 1 &amp; 2</b>	Due date established by college.	Same as tuition.
<b>Clinical Fees/Allied Health Fees</b>	Due date established by college.	Same as tuition.
<b>Nursing Media Fee</b>	Due date established by college.	Same as tuition.
<b>Nursing Program-Learning Support &amp; Assessment</b>	Due date established by college.	Same as tuition.
<b>Manufacturing Fee</b>	Due date established by college.	Same as tuition.
<b>College Services &amp; Student Activity Fee</b>	Due date established by college.	Same as tuition.
<b>Transportation Fee</b>	Due date established by college.	Same as tuition.
<b>Materials Fee</b>	Due date established by college.	Same as tuition.
<b>Replacement ID Fee</b>	Due date established by college.	Non-refundable.
<b>Academic Evaluation Fee</b>	Due date established by college.	Non-refundable
<b>Portfolio Fee</b>	Due date established by college.	Non-refundable.