

3.7 Policy on Refund and Course Withdrawals Connecticut State Community College

The CT State Provost and Vice President of 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

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 fees and 90% of tuition will be refunded.
- 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

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, but not to exceed seven calendar days.

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 fees and 90% of tuition will be refunded.
- 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.

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.

TUITION/FEE	TIME DUE	CT STATE REFUND
Full-time & Part-time Tuition (full-term courses)	Tuition is due by the tuition due date at each college, which shall be not earlier than six weeks nor later than three weeks before the first day of classes unless a deferred payment plan is in place.	• 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): 90% of tuition and 100% of fees will be refunded
		• After census, no tuition or fees will be refunded
Supplemental Course Level 1 & 2	Due date established by college.	Refundable
Clinical Fees/Allied Health Fees	Due date established by college.	Refundable
Nursing Media Fee	Due date established by college.	Refundable
Nursing Program- Learning Support & Assessment	Due date established by college.	Refundable
Manufacturing Fee	Due date established by college.	Refundable
College Services and Student Activity Fees	Due date established by college.	Refundable
Transportation Fee	Due date established by college.	Refundable
Materials Fee	Due date established by college.	Refundable
Replacement ID Fee	Due date established by college.	Non-refundable.
Academic Evaluation Fee	Due date established by college.	Non-refundable
Portfolio Fee	Due date established by college.	Non-refundable.

12/4/20-BOR Academic and Student Affairs Committee
12/17/20-Board of Regents
6/28/23-Board of Regents