



STATE OF CONNECTICUT

BOARD OF TRUSTEES  
FOR THE STATE COLLEGES

P. O. BOX 2008

NEW BRITAIN, CONNECTICUT 06050

TEL. NEW BRITAIN: 203-229-1607

TEL. HARTFORD: 203-566-7373

SCR#77-3  
amended  
See 77-71  
rescinded  
see 79-148

RESOLUTION

concerning

FEE SCHEDULE AND REFUND POLICY

January 19, 1977

WHEREAS, The use of the terms "of classes" and "of semester" in the definition of refund policy have tended to be confusing and in some instances penalize unfairly withdrawing students, be it

RESOLVED, That the Fee Schedule and Refund Policy adopted by the Board of Trustees on April 5, 1974 (Resolution #74-11) is rescinded and is to be superseded by the attached Fee Schedule and Refund Policy effective for the Fall semester 1977.

A Certified True Copy:

James A. Frost  
Executive Secretary

FEE SCHEDULE AND REFUND POLICYReturning Students - General Fund

<u>FEE</u>	<u>TIME DUE</u>	<u>REFUND POLICY*</u>
Re-enrollment Binder \$75 (Applied to State College Fee)	July 1 (Fall) Nov. 15 (Spring)	Non-refundable
Balance of tuition and fees	1st Semester (Fall) August 15	Upon withdrawal from college, 100% of balance will be refunded prior to first day of classes; 80% of balance except for student insurance fee for first two weeks of classes; 50% of balance except for student insurance for the next five weeks of classes; no refund after seventh week.
	2nd Semester (Spring) 7 days before the begin- ning of the second academic semester	
Housing Deposit	July 1 (Fall) Nov. 15 (Spring)	Non-refundable
Balance of Housing Fee	1st Semester (Fall) August 15	Upon withdrawal from college, 100% of balance will be refunded prior to first day of classes; 80% of balance for first two weeks of classes; 50% of balance for the next five weeks of classes; no re- fund after the seventh week.
	2nd Semester (Spring) 7 days before the begin- ning of the second academic semester	
Board Fee	1st Semester (Fall) August 15	Refundable upon withdrawal from college on a prorated basis. Full weeks will be used to prorate.
	2nd Semester (Spring) 7 days before the begin- ning of the second academic semester	

\*All refunds to be automatic upon formal withdrawal from school.

EXTENSION AND SUMMER COURSES

Whereas extension and summer courses vary in schedule, differ in length and begin at varying times of the year, refund of tuition for such courses shall be determined at the respective campuses by the Presidents in a manner consistent with the above regulations.

FEE SCHEDULE AND REFUND POLICY

(Effective Fall Semester 1977)

New Students - General Fund

<u>FEE</u>	<u>TIME DUE</u>	<u>REFUND POLICY*</u>
Application \$10	Upon Application	Non-refundable
Admissions Binder \$75 (Applied to State College Fee)	15 days after invoicing**	Non-refundable
Balance of tuition and fees	1st Semester (Fall) August 15	Upon withdrawal from college, 100% of balance will be refunded prior to first day of classes; 80% of balance except for student insurance fee for first two weeks of classes; 50% of balance except for student insurance for the next five weeks of the classes; no refund after seventh week.
	2nd Semester (Spring) 7 days before the begin- ning of the second academic semester	
Housing Deposit \$100	15 days after invoicing	Non-refundable
Balance of Housing Fee	1st Semester (Fall) August 15	Upon withdrawal from college, 100% of balance will be refunded prior to first day of classes; 80% of balance for first two weeks of classes; 50% of balance for next five weeks of classes; no refund after seventh week.
	2nd Semester (Spring) 7 days before the begin- ning of the second academic semester	
Board Fee	1st Semester (Fall) August 15	Refundable upon withdrawal from college on a prorated basis. Full weeks will be used to prorate.
	2nd Semester (Spring) 7 days before the begin- ning of the second academic semester	

\* All refunds to be automatic upon formal withdrawal from school.

\*\*No admissions acceptances will be sent until after February 1.

**Interdepartment Message**

STO-200 REV. 5/73

SAVE TIME: *Handwritten messages are acceptable.**Use carbon if you really need a copy. If typewritten, ignore faint lines.*

<b>To</b>	NAME Dr. James A. Frost	TITLE Executive Director	DATE October 25, 1976
	AGENCY Board of Trustees	ADDRESS	
<b>From</b>	NAME Frederic W. Rossomando	TITLE Executive Officer for Finance & Management	TELEPHONE
	AGENCY Board of Trustees	ADDRESS	
SUBJECT Refund Policy			

1. Attached are 5 copies of present refund policy reflecting SCR #74-11.
2. Request Presidents review for slight modification, i.e., substitute the word "classes" for the word "semester" wherever it appears under the column headed REFUND POLICY.
3. Reason for recommended change:  
Complaints from parents via Governor's office, claiming in brief, policy too stringent in refunds based on beginning of semester rather than beginning of classes. Current year experience of using August 30, 1976 as base date, has spelled the difference between a 50% or 80% refund for students withdrawing within the first two weeks of classes. Situation particularly difficult on parents who have borrowed money from banks to finance costs.
4. Associated problem - a truly common calendar - no reason one can't be set up for a 5-year period (will discuss with Bob Wickware). Such a calendar should include date of occupancy of residence halls and start of meals.

FWR/rs

Encl.

SAVE TIME: *If convenient, handwrite reply to sender on this same sheet.*



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*Presidents  
Council  
OK 12/1*

*Budget  
1/4/76*

*Fees 10  
Pres ok*

October 27, 1976

TO THE COLLEGE PRESIDENTS:

- Dr. Robert M. Bersi (WCSC)
- Dr. F. Don James (CCSC)
- Dr. Manson Van B. Jennings (SCSC)
- Dr. Charles R. Webb (ECSC)

Mr. Rossomando reports that our present refund policy has worked a hardship upon a considerable number of people and has proposed a simple remedy. Please see his memo to me dated October 25 and the attachments to it. The proposal will be discussed at the next regular meeting of the Presidents' Council.

Please note also that Mr. Rossomando has asked that a truly common calendar be established. This matter will be explored by the Academic Vice Presidents.

*James*  
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James A. Frost  
Executive Director

JAF/b  
encl.

cc: F. R.