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**Policy Name:** Refund of Tuition and Fees

**Policy Number:** M-1

**Functional Area(s) Responsible:** Administration & Finance

**Owner(s) of Policy:** Administration & Finance

**Most Recent BOT Approval Date:** March 2011

**Most Recent Review Date:** Spring 2023

**Most Recent Review/Revision Type:**  none  minor/non-substantive  substantive/extensive

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**Policy Statement:**

Finger Lakes Community College shall process requests for refunds of tuition and refundable fees in accordance with applicable regulations promulgated by the SUNY Trustees in accordance with Article 126 of the New York State Education Law.

**Reason(s) for Policy:**

This policy is designed to ensure that a student who officially withdraws from Finger Lakes Community College obtains a refund of tuition and activity fees to the extent provided in this policy.

**Applicability of Policy:**

None

**Definitions:**

None

**Related Documents:**

- NYS Education Department Regulations, 8 NYCRR Part 602.11

**Procedures:**

Requirements for Refunds

- If tuition has been paid by cash, check or credit card, or financial aid has been accessed from the government to pay the account, you may be entitled to a refund if timely drop slips or withdrawal documentation is submitted to the One Stop Center (ext. 1622).
- The date on which the One Stop Center receives the forms will be used to determine refunds.
- A verbal notice by a student to an instructor, advisor, or any FLCC staff member does not constitute a formal course withdrawal or drop.
- Lack of attendance does not reduce tuition and fees; therefore, timely withdrawals or drops slips will ensure proper credit to you student account.
- NO REFUND SHALL BE GIVEN FOR FEES OR PRE-ADMISSIONS (TUITION) DEPOSIT ONCE THE SEMSTER BEGINS.

- To receive a 100% refund of already paid tuition and fees, the completed forms must be received by the Registrar's Office as follows:

**15 WEEK OR MORE CREDIT COURSES**

- For credit courses **15 weeks or more**, the completed forms must be received one business day prior to the official **semester start date**.
- The schedule for tuition refund for credit courses **15 weeks or more** is as follows:

Approved drop/withdrawal one business day prior to semester start date--tuition and fees	100%
Approved drop/withdrawal during 1st week of semester--tuition only	75%
Approved drop/withdrawal during 2nd week of semester--tuition only	50%
Approved drop/withdrawal during 3rd week of semester--tuition only	25%
Approved drop/withdrawal after 3rd week (20th day) of semester	No Refund

**LESS THAN 15 WEEK CREDIT COURSES**

- For credit courses **less than 15 weeks**, one business day prior to the official **start date of the classes**.
- If courses are canceled by the College that changes your status from full- to part-time, the appropriate tuition and fees will be refunded. If a student changes from full to part-time status (11 or less credit hours/semester) after the semester has started, refund will be issued according to the schedule for tuition refund.
- The schedule for tuition refund for credit courses **less than 15 weeks** is as follows:

The date on which the Registrar receives the Course Drop/Withdrawal forms will be used to determine refunds. To receive 100% REFUND of already paid tuition and fees, the completed forms must be received by the Registrar's Office one business day prior to the first class meeting date. If you drop a class within seven calendar days from the start date of the class, you will be entitled to a 25% refund (of tuition only). There is **NO REFUND** granted for course drops after the seven calendar days from the start date of the class.

*These refunds are less the pre-admission deposit.*

**Credit Courses – Winter Session and Summer Sessions**

The date on which the Registrar receives the Course Drop/Withdrawal forms will be used to determine refunds. To receive 100% REFUND of already paid tuition and fees, the completed forms must be received by the Registrar's Office one business day prior to the first class meeting date. If you drop a class within seven calendar days from the start date of the class, you will be entitled to a 25% refund (of tuition only). There is **NO REFUND** granted for course drops after the seven calendar days from the start date of the class.

**Exceptions**

Military Service

A student who withdraws to enter military service prior to the end of a course or academic term will be entitled to a full tuition refund for those courses in which the student does not receive academic credit. The term "military service" means full-time active duty in the Army, Navy (including Marine Corps), Air Force, Coast Guard of the United States, or qualifying National Guard duty during a war, other military operation, or national emergency as defined in Section 5 of the Higher Education Relief Opportunities for Students (HEROES) Act (Public Law 108-76). Enlistment under a delayed enlistment plan does not constitute "full-time active duty" until the student is required to leave school on the effective date of active duty as stated in the student's orders. A student who is a member of a National

Guard, Army, Navy or Air Force Reserve unit that is not called up for full-time active duty (as defined above) is entitled to a refund only if, in the judgment of the Bursar, the student is unable to attend classes due to hardship beyond the student's control and the student has made bona fide efforts to permit continued class attendance.

Documentation of active duty membership in the military service shall be provided to and retained by the College. In the event that a refund is granted to a student in National Guard or has reserve status, documentation of the reasons for such action shall be in writing and retained by the College. The foregoing exception applies only to tuition and refundable fees due from the student himself/herself, as opposed to tuition and fees paid by the federal government on the student's behalf (to which federal regulations on return of such funds apply).

#### Involuntary Dismissal

A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term or course shall be liable for all tuition and fees due for that term or course.

#### Hardship

When a student has withdrawn due to circumstances beyond the student's control and under conditions in which the denial of a refund would cause undue hardship, the Petition Appeal's Committee may, at their discretion, determine that no liability or reduction of partial liability for tuition that has been incurred by the student, provided the student has not received and will not receive academic credit or received any over-disbursement of financial aid funds for the underlying course(s). Such action, including the reason therefore, shall be in writing and signed by the Appeal Committee and retained by the College.

#### **Forms/Online Processes:**

None

#### **Appendix:**

None