

# OCEAN COUNTY COLLEGE

## REFUND POLICY

Students who officially withdraw from courses may be eligible for a percentage refund of tuition and certain fees. Students must go to the Admissions & Records Office and complete a drop form, in person. Failing to attend class will not relieve you of your financial obligation to the college, even if you have not yet paid your full tuition bill. Completing the drop form according to the schedule below will eliminate or reduce your financial obligation. Students receiving Financial Aid must complete 60% of the semester in order to be entitled to 100% of their Financial Aid Funds awarded for the semester. Withdrawals occurring prior to 60% completion date will result in the recalculation of aid eligibility and the return of ineligible aid to Federal or State agencies. This may result in the student owing a balance to the school. It is the responsibility of the student to officially withdraw from classes during the appropriate refund periods if the student is to receive a REFUND OR CREDIT.

Percentages are applied against tuition and fee charges for registered courses. The resulting amount will then be compared to any student payments that may have been made with the difference being the amount of the refund due to the student or the balance still owed to the college.

The following fees are **non-refundable**: Registration, Tuition Deposit, Certificate, Graduation or Tuition Payment Plan.

Official date of withdrawal will be the date Admissions & Records receives the completed withdrawal form with all required signatures. Percentages are as follows:

- Class canceled by the college: 100%
- Withdrawal prior to the first official day of the semester/term: 100%
- Withdrawal between the first official day of the semester/term, up to and including the official [attendance census date](#) of the semester/term: 50%
- Withdrawal after the official attendance census date of semester/term: 0%

It is the **responsibility of the student** to officially withdraw from classes during the appropriate refund periods if the student is to receive a refund or credit.

If a student fails to withdraw from a specific Term prior to the beginning of that Term and does not attend classes at all for that Term, all eligibility for that Term is rescinded.

**FAILURE TO BE AWARE OF THESE DATES IS NOT GROUNDS FOR A REFUND.**

Occasionally, extraordinary circumstances require Ocean County College to make an exception to the above refund period policy, in which case a REFUND OR CREDIT toward another semester may be issued. Substitution of faculty is not grounds for a refund. It is the policy of Ocean County College to make these exceptions **ONLY** under one of the following circumstances:

1. Medical emergency or condition, documented by a medical doctor, which prevents the student from completing the semester. Medical condition must occur after the start of the semester; pre-existing medical issues are not grounds for a refund. Medical refunds can only be pursued during the first four weeks of the semester.
2. Military orders indicating a student has been called to active duty and will not be able to complete the current semester.
3. Evidence that the student was incorrectly advised or placed in the wrong class by a staff member at Ocean County College.

Additionally, all appeals must be received during the semester in question. Late appeals will not be considered. If your reason for requesting a refund falls into one of these categories, you may write a letter of appeal, including supporting documentation, to Director of Admissions, Refund Appeals Committee, Ocean County College, College Drive, PO Box 2001, Toms River, NJ 08754-2001. You will be notified in writing of the finding of the committee after the merits of your case are reviewed.

**NOTE:** Students authorized to use WebAdvisor for Registration may also use WebAdvisor to drop classes prior to the start of the semester/term. If WebAdvisor is not available, students must complete a drop form in person in the Admissions & Records Office or Southern Education Center. WebAdvisor cannot be used to register or drop after the start of the semester/term.