

POLICY

Students who withdraw from courses shall be eligible for a percentage refund of tuition and certain fees in accordance with procedures, rules and regulations developed by the college.

The estate(s) of student(s) who become deceased shall be eligible for a full refund of tuition and all fees in accordance with procedures, rules and regulations developed by the College.

ADOPTED: February 23, 1970

Revised: February 25, 1974

Revised: November 28, 1977

Revised: April 24, 1978

Revised: December 8, 1980

Revised: May 28, 1991

PROCEDURE

A. Credit Programs (Excluding International Education)

1. The Director of Admissions and Records shall be responsible for implementing the tuition/fee refund policy for credit programs as defined.
2. The percentage-of-refund schedule applies only to tuition, college/student fees, technology fee, and laboratory or materials fees. All other fees, including, but not limited to, registration, post registration, tuition deposit, certificate, diploma and graduation fees, are non-refundable.
3. The percentage-of-refund schedule is as follows:

<u>Fall and Spring Semesters:</u>	<u>REFUND</u>
Course(s) cancelled by the college	100%
Approved student withdrawal prior to the first day of classes.....	100%
Approved student withdrawal from the first day of classes up to and including the tenth day of classes	50%
Approved student withdrawal after the tenth day	None

<u>Summer, Winter and other Terms:</u>	
Course(s) cancelled by the college	100%
Approved student withdrawal prior to the first day of classes.....	100%
Approved student withdrawal from the first day of classes up to and Including the official, state-authorized count day for the term	50%
Approved student withdrawal after the official, state-authorized count day for the term.....	None

Notes:

- The 100% refund that applies automatically to a cancelled course does not also apply to any other course(s) that the student has also registered for that is (are) being offered and not cancelled.
 - The first day of classes is defined as the date on which classes officially begin for the semester and not the student's first scheduled day for class. The dates on which classes officially begin shall be given in literature made available in general announcements. All class days are counted, exclusive of weekends.
 - These refund procedures should be publicized during the registration process for the special programs or courses.
 - The official, state-authorized count day for terms other than the traditional 15-week, five days per week semester is computed at 10/75 times the number of days for the term rounding up to the nearest whole number.
4. These refund procedures should be publicized during the registration process for the special programs or courses.
 5. The percentage of refund is based upon the date of receipt of the completed schedule change form in the Office of Admissions and Records.

Exceptions

a. Death:

If a currently enrolled student dies, a full refund of tuition and fees will be provided upon written request by the representative of the deceased's estate.

Refunds due to the death of a student will be forwarded to the Vice President of Student Affairs who will then forward the check, with a letter, to the representative of the deceased student's estate.

b. Medical:

The Director of Admissions and Records may grant, for medical reasons, an extension of time for submitting a schedule change form. An additional two weeks (one week for summer sessions) beyond the normal days for cut-off may be granted provided:

- 1) The student was physically unable either to attend or officially drop the course(s) as a result of an accidental injury or medical emergency.
- 2) Adequate written justification is provided by a licensed physician.

7. Schedule change forms that generate routine refund requests, i.e., those that adhere to the normal dates for cut-off, may carry an authorized signature from any regular employee of the Admissions Office. Any exceptions to the normal 100% and 50% cut-off must carry the approval signature of the Director, Associate Director, Registrar, or the Office Manager. Student workers cannot sign under any circumstances.
8. Schedule change forms must be properly and completely filled out. Satisfactory explanations must be provided on the form. The percent of refund, credit hours, name, dates, signatures, etc., must be provided or the form will be considered incomplete and the refund will not be processed through the Accounting Office.
9. When a semester begins with an evening class schedule (typically 6 p.m.), all schedule change forms properly submitted before 6 p.m. of that day will be processed through at 100%. From 6 p.m. on, the 50% refund applies.
10. After a semester begins, students who drop and add courses within the same day, even if done as separate transactions at different times of the day, will be processed on an even exchange concept basis. If the drop and add are on separate days, the drop will be processed as a 50% or no refund, and the added course will be billed a full rate.
11. Multiple summer sessions that begin on the same date will be treated together as if they were the same session.
12. If a student wishes to appeal a decision made by the Admissions and Records Office, the student must submit an appeal request in writing. The appeal must be sent to the Vice President of Student Affairs who will periodically call a meeting of the Student Refund Appeals Committee to review all such requests. The committee consists of the Vice President of Student Affairs, the Chief Financial Officer and the Director of Admissions and Records. The committee will respond in writing once a final determination has been made.

B. Non-Credit Programs

1. The Vice President of Academic Affairs, or designated representative, shall be responsible for implementing the tuition/fee refund policy for non-credit programs as defined.
2. The percentage-of-refund schedule applies to all tuition, fees and other costs borne by the student, including such items as food, lodging, transportation, theatre admissions, etc., except for those costs not already expended or irreversibly encumbered, or as stipulated otherwise in the publicity for the program.
3. The percentage-of-refund schedule is as follows:

	<u>REFUND</u>
a. For cancellation by the college	100%
b. For withdrawal by the student seven or more calendar days prior to the beginning of a program.....	100%
c. For withdrawal by the student six calendar days or less from the beginning of a program.....	50%
d. For withdrawal by the student on or after the first day of a program	None
4. Special refund procedures and percentage schedules may be determined by the Vice President of Academic Affairs, or designated representative, for special programs and events such as conferences, seminars and camps, provided that the procedures and schedules are appropriately publicized.
5. The percentage of refund is based upon the date of receipt of the student's verbal or written request in the Continuing and Professional Education Office.
6. If a currently enrolled student dies, a refund of tuition and fees, as well as other costs not already expended or irreversibly encumbered, will be provided as follows upon request by a representative of the deceased's estate:

Upon receipt of a written request for refund in the Continuing and Professional Education Office, the amount of refund will be calculated as the amount of tuition, fees and other allowable costs pro-rated for the hours of instruction remaining in the program following the date of death.

Refunds due to the death of a student will be issued from the Continuing and Professional Education Refund Account and forwarded with a letter from the Vice President of Economic and Workforce Development, or designated representative, to a representative of the deceased student's estate.

C. International Education

1. The Director of Admissions and Records shall be responsible for implementing the tuition/fee refund policy for credit programs as defined.

STUDENTS
WITHDRAWAL
Refund #5144

2. The refund schedule percentages apply only to tuition, program costs, technology fees, laboratory, materials and college/student fees. All other fees, including, but not limited to, registration, deposits, commitment fees, certificate, diploma and graduation fees, are non-refundable.
3. The portion of the tuition, program costs, technology fees, laboratory, materials and college/student fees to which the percentage of refund is applied is only that portion which has not been encumbered by prior contracts, agreements, prepayments, and all obligations entered between Ocean County College or the sponsoring college of the College Consortium for International Studies (CCIS) and the overseas academic institution or any domestic and/or foreign contractor or agency responsible for down payments or pre-purchase of items or services such as room accommodations meals, field trips, theatre tickets and all other expenses incurred prior to the student's withdrawal from the program. For example, if the overseas institution had to prepay for theatre tickets and room accommodations prior to the student's cancellation, the percentage of refund would be applied to the total tuition and fees minus the theatre ticket and room accommodation costs.
4. The student executes an official withdrawal by submitting to the overseas institution or Ocean County College or the sponsoring college of the College Consortium for International Studies (CCIS) a signed withdrawal form or a signed letter noting the intent to withdraw.

If for any reason a student withdraws from any of the overseas academic programs, either sponsored or administered by Ocean County College, the following refund policy will be in effect:

REFUND AS DEFINED IN ITEMS C2 AND C3 ABOVE

- a. Classes and/or program(s) cancelled by the college, the Consortium for International Studies, or the overseas academic institution.
Students not accepted into a program. 100%
- b. Withdrawals prior to the forty-five day application deadline.100%*
*Excluding nonrefundable amounts as listed in #2 & 3 above.

Note: The forty-five day deadline means the number of days prior to day of classes on respective overseas locations. This will vary from country to country and from program to program.

- The official beginning dates of classes shall be given in literature made available in general announcements. All class days are counted, excluding weekends.
- c. Withdrawals within the forty-five day period..... 100%*
*Excluding nonrefundable amounts as listed in #2 & 3 above.
 - d. After arrival on any of the overseas locations where
CCIS programs are held but before classes begin..... 0%
 - e. During the first week of classes 0%
 - f. After the first week of classes 0%

*Refunds listed under d, e, and f above, will be governed by the policies of the overseas host institution, and not Ocean County College.

STUDENTS
WITHDRAWAL
Refund #5144

Note: First week of classes is defined as the first five school days in a regular fifteen-week semester. Whenever a semester is shortened i.e., compressed into fewer than fifteen weeks, the first week of classes will be prorated accordingly; thus, in the eight-week semester of the Intensive German Language Program in Heidelberg and the Intensive French Language Program in Strasbourg, the first week of classes will equal the first three days of instruction.

Note: Refunds on unused airline, bus, and railroad tickets will be based on the carrier's refund policy. Ocean County College and the CCIS assume no responsibility as to the amount and conditions under which such cancellation penalties are imposed.

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