

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.

Students who withdraw from Continuing Education courses or activities are eligible for a refund in accordance with procedures, rules and regulations defined 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
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PROCEDURE

A. Credit Programs (Excluding International Education)

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

Exceptionsa. Death:

If a currently enrolled student passes away, 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 Registration 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 of any supervisory employee of the Registration and Records 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. 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 at full rate.
10. If a student wishes to appeal a decision made by the Registration and Records Office, the student must submit an appeal request in writing. The appeal must be sent to the Tuition Refunds Appeal Committee for review and consideration. Appeal requests must be received within one year of the end of the semester in question. The committee consists of representatives of the Division of Academic Affairs, Student Affairs, and Finance. The committee will respond in writing once a final determination has been made. Requests for tuition appeals are approved one time only. Requests for additional appeals will not be approved.

B. International Education

1. The Director of Registration and Records shall be responsible for implementing the tuition/fee refund policy for credit programs.
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 Ocean County College 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.

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.

C. Non-Credit Programs (Excluding International Education)

1. The Director of Continuing Education and Grants shall be responsible for implementing the tuition/fee refund policy for non-credit programs.
2. No refunds will be issued for trips or ticketed events.
3. Refunds will be issued for withdrawals up to 4 working days prior to the first meeting of class. No refunds will be issues after this point.
4. Refund specifications will be publicized during the registration process for all programs and courses.
5. If a student wishes to appeal a decision made by the Continuing and Professional Education office, the student must submit an appeal request in writing. The appeal must be sent to the Tuition Refunds Appeal Committee for review and consideration. Appeal requests must be received within one year of the end of the semester in question. The committee consists of representatives of the Divisions of Academic Affairs, Student Affairs, and Finance. The committee will respond in writing once a final determination has been made. Requests for tuition appeals are approved one time only. Requests for additional appeals will not be approved.

Exceptions

a. Death:

If a currently enrolled continuing education student passes away, 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 Finance and Administration who will arrange for the refund, with a letter to be sent to the representative of the deceased student's estate.

b. Medical:

The Director of Continuing Education and Grants may, for medical reasons, allow an extension of time for submitting a refund request. An additional two weeks beyond the normal deadlines may be granted provided:

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

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