

# Middlesex Community College

## Fall 2019 Withdrawal/Refund Policy

When a student drops or withdraws from a course, processing, instructional and other costs must still be met by the college. Therefore, refunds for official withdrawals from credit courses are adjusted as follows:

- **Refund Policy for Regular Semester Schedule (September 4 – December 21)**
  - On or Before September 10 – 100% Adjustment/Refund
    - Students who withdraw from all of their classes during the 100% refund period will be assessed a non-waivable \$25 administrative fee.
  - From September 11 to September 17 – 50% Adjustment/Refund for all course fees
    - For Example: 3 credit course at \$252 per credit equals \$756; 50% refund is \$378.
  - **NO ADJUSTMENT/REFUND AFTER SEPTEMBER 17**
  
- **Refund Policy for Accelerated Semester Schedules**

8 week Minimester 1= September 4 - October 24

AHP Session I = September 4 – November 2

8 week Minimester 2= October 28 - December 20

AHP Session II = November 4 – January 18

### **100% Adjustment/Refund**

8-Week Minimester 1

On or Before September 7th

8-Week Minimester 2

On or Before October 31st

AHP Session I

On or Before September 7th

AHP Session II

On or Before November 7th

### **50% Adjustment/Refund**

8-Week Minimester 1

September 8 to September 11

8-Week Minimester 2

November 1 to November 4

AHP Session I

September 8 to September 11

AHP Session II

November 8 to November 11

### **No Adjustment/Refund After**

8-Week Minimester 1

After September 11th

8-Week Minimester 2

After November 4th

AHP Session I

After September 11th

AHP Session II

After November 11th

**Important:** To be eligible for a refund, students **MUST officially withdraw from their class/classes** by notifying the college in writing, in person, online, or by calling 1-800-818-3434. Official course withdrawal forms are available at each campus at the Student Information Center. Lack of attendance, course abandonment, etc. does not constitute course withdrawal. A student receiving Federal Title IV aid and who has officially withdrawn from the college may be entitled to a refund of tuition and fees in accordance with the federally mandated schedule.