

Middlesex Community College

Fall 2018 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 \$215 per credit equals \$645; 50% refund is \$322.50
 - Technology, Facilities and Student Service Fee
 - Will be refunded at 50% for students that drop ALL of their enrolled courses
 - Will be adjusted based on REMAINING credit hours if still enrolled.
 - **NO ADJUSTMENT/REFUND AFTER SEPTEMBER 17**

- **Refund Policy for Accelerated Semester Schedules**

8 week Minimester 1= September 4 - October 25

AHP Session I = September 4 – November 3

8 week Minimester 2= October 29 - December 20

AHP Session II = November 5 – January 19

100% Adjustment/Refund

8-Week Minimester 1

On or Before September 7th

8-Week Minimester 2

On or Before November 1st

AHP Session I

On or Before September 7th

AHP Session II

On or Before November 8th

50% Adjustment/Refund

8-Week Minimester 1

September 8 to September 11

8-Week Minimester 2

November 2 to November 5

AHP Session I

September 8 to September 11

AHP Session II

November 9 to November 12

No Adjustment/Refund After

8-Week Minimester 1

After September 11th

8-Week Minimester 2

After November 5th

AHP Session I

After September 11th

AHP Session II

After November 12th

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 A student receiving Federal Title IV aid and who has officially withdrawn from the college may be entitled to a refund of tuition and fees in accordance with the federally mandated schedule.