Middlesex Community College
Spring 2021 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 Winter Session Schedule (January 4 – January 22)**
  - On or Before January 4 – 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.
  - January 5 – 50% Adjustment/Refund
    - For Example: 3 credit course at $252 per credit equals $756; 50% refund is $378.
  - **NO ADJUSTMENT/REFUND AFTER JANUARY 8**

- **Refund Policy for Regular Semester Schedule (January 26 – May 24)**
  - On or Before February 3 – 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 February 4 to February 10 – 50% Adjustment/Refund
    - For Example: 3 credit course at $252 per credit equals $756; 50% refund is $378.
  - **NO ADJUSTMENT/REFUND AFTER FEBRUARY 10**

- **Refund Policies for Accelerated Semester Schedules**
  - 8-Week Minimester 1 = January 26 - March 16
  - 8-Week Minimester 2 = March 29 - May 24
  - AHP Session I = January 26 – March 27
  - AHP Session II = March 29 – May 29

  **100% Adjustment/Refund**
  - 8-Week Minimester 1 On or Before January 29
  - 8-Week Minimester 2 On or Before April 1
  - AHP Session I On or Before January 29
  - AHP Session II On or Before April 1

  **50% Adjustment/Refund**
  - 8-Week Minimester 1 January 30 to February 2
  - 8-Week Minimester 2 April 2 to April 5
  - AHP Session I January 30 to February 2
  - AHP Session II April 2 to April 5

  **No Adjustment/Refund after**
  - 8-Week Minimester 1 After February 2
  - 8-Week Minimester 2 After April 5th
  - AHP Session I After February 2
  - AHP Session II After April 5

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 A student receiving Federal Title IV aid and who has officially withdrawn from the college may be entitled to a refund of tuition and fees in accordance with the federally mandated schedule.