

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 A student receiving Federal Title IV aid and who has officially withdrawn from the college may be entitled to a refund of tuition and fees in accordance with the federally mandated schedule.