Middlesex Community College
Spring 2022 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 3 – January 21)**
  - On or Before January 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.
  - January 4 – 50% Adjustment/Refund
    For Example: 3 credit course at $252 per credit equals $756; 50% refund is $378.
  - NO ADJUSTMENT/REFUND AFTER JANUARY 4

- **Refund Policy for Regular Semester Schedule (January 24 – May 23)**
  - On or Before January 30 – 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 January 31 to February 6 – 50% Adjustment/Refund
    For Example: 3 credit course at $252 per credit equals $756; 50% refund is $378.
  - NO ADJUSTMENT/REFUND AFTER FEBRUARY 6

- **Refund Policies for Accelerated Semester Schedules**

  8-Week Minimester 1 = January 24 - March 15  
  8-Week Minimester 2 = March 28 - May 11  
  AHP Session I = January 25 – March 26  
  AHP Session II = March 28 – May 28

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<tr>
<th>100% Adjustment/Refund</th>
<th>50% Adjustment/Refund</th>
<th>No Adjustment/Refund after</th>
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<tbody>
<tr>
<td>8-Week Minimester 1</td>
<td>On or Before January 27</td>
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<tr>
<td>8-Week Minimester 2</td>
<td>On or Before March 31</td>
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<td>AHP Session I</td>
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<td>AHP Session II</td>
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<td>January 28 to January 31</td>
<td>April 1 to April 4</td>
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**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.