

Middlesex Community College

Spring 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 Winter Session Schedule (January 2 – January 18)**
 - On or Before January 2 – 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 3 – 50% Adjustment/Refund
 - *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 JANUARY 3**

- **Refund Policy for Regular Semester Schedule (January 22 – May 17)**
 - On or Before January 28 – 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 29 to February 4 – 50% Adjustment/Refund
 - *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 FEBRUARY 4**

- **Refund Policies for Accelerated Semester Schedules**

8-Week Minimester 1 = January 22 - March 15
 8-Week Minimester 2 = March 25 - May 17

AHP Session I = January 22 – March 23
 AHP Session II = March 25 – May 25

100% Adjustment/Refund

8-Week Minimester 1	On or Before January 25
8-Week Minimester 2	On or Before March 28
AHP Session I	On or Before January 25
AHP Session II	On or Before March 28

50% Adjustment/Refund

8-Week Minimester 1	January 26 to January 29
8-Week Minimester 2	March 29 to April 1
AHP Session I	January 26 to January 29
AHP Session II	March 29 to April 1

No Adjustment/Refund after

8-Week Minimester 1	After January 29th
8-Week Minimester 2	After April 1st
AHP Session I	After January 29 th
AHP Session II	After April 1st

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.