

BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION

4.1003R**I. Title of Regulation**

Refunds for Tuition and/or Fees

II. Objective of Regulation

To establish eligibility requirements for refunding tuition and/or fees to applicants or students and to establish procedures and schedules for granting such refunds.

III. Authority

Board Policy 4.1000; N.J.S. 8A:64A-12(h)

IV. Regulation Statement

Any applicant for admission to the College or any student currently attending the College will submit a request for a refund of monies paid whenever a student or applicant feels that he is eligible to receive a refund. Requests for a refund for tuition paid must be made on a Drop/Add/Withdrawal form.

Individuals who believe that special circumstances warrant a refund for any of the preceding items will be required to submit a request in writing, explaining why they feel that they are entitled to a refund, to the Director of Student Affairs and Support Services or his designee.

Tuition

The following tuition refund schedules will prevail for all students who are totally withdrawing from the College or dropping one or more courses on an official Drop/Add/Withdrawal form.

Long Terms

100% - before first day of the term
80% - first through fifth day of term
60% - sixth through tenth day of term
No refund after tenth day of the term

Short Terms

100% - before first day of the term
80% - first through third day of term
60% - fourth through fifth day of term
No refund after fifth day of the term

Special Refund Conditions

Illness: A full refund of tuition paid at registration will be granted to students who totally withdraw from the College on an official Withdrawal form due to a serious illness. The illness must be attested to by a physician in written form.

The request for such a refund should be submitted to the Director of Student Affairs and Support Services no later than the last official day of the term during which the illness occurred.

Military Service: A full refund of tuition paid at registration will be granted if a student enters the military service of the United States. This refund will be granted under the following conditions:

- A. A copy of the induction or enlistment papers must be presented, along with the official Withdrawal form, to the Office of Admissions and .
- B. The date of induction or enlistment must be prior to the last day of classes of the term in which a student withdraws.
- C. Credit must not have been awarded in the course(s) for which tuition refund is requested.

Fees: All fees shall be non-refundable with the exception of the following conditions:

- A. Students who qualify for a 100% refund of tuition paid for a course, as per the schedule of refunds, will be granted a 100% refund of the laboratory fee and the student activity fee assessed for the course.
- B. Students who qualify for a 100% refund of tuition paid for all courses registered, as per the schedule of refunds, will be granted a 100% refund of all laboratory fees, and student activities fees assessed for the courses.
- C. A full refund of tuition, laboratory fees, and student activity fees will be granted for courses cancelled by the College. In instances where a student can present documentation supporting his claim that his desire to register for the course which is now cancelled (or closed) was his sole reason for applying for admission, the Director of Academic Support Affairs and Support Services may authorize a refund of the application fee.

V. Responsibility for Implementation

Executive Vice President for Educational, Student and Outreach Services

Approved: President
2/18/75
Effective: 2/18/75
Revised: 9/1/75
Revision
Approved: President
10/28/79
Effective: 1/1/81
Revised: 3/23/83
Effective: 3/23/83
Revised: 8/12/03

Cross-Reference to College Regulation No. 6.1500R - Registration