

**BROOKDALE COMMUNITY COLLEGE  
COLLEGE REGULATION**

**4.1003R Refunds of Tuition and Fees**

**I. Title of Regulation**

Refunds of Tuition and Fees

**II. Objective of Regulation**

To establish eligibility requirements for refunding tuition and fees to 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**

Currently enrolled students attending the College will submit a request for a refund of tuition and fees paid when a student claims eligibility to receive a refund. Deadline for appeals is the last official day of the term during which the circumstance occurs. Requests for a refund of tuition must be made on an official **Appeal For Refund/Cancellation of Charges form** and include a written rationale for the request along with an **Add/Drop/Change of Schedule form**.

All requests for course cancellation(s) and refund(s) must be submitted to the One Stop Center for Student Success for review by an Appeals Committee.

Student receiving financial aid may be required to return financial aid funds depending on circumstance.

**Tuition**

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

**Long Terms**

- 100% – before first day of the term (tuition & fees)
- 80% – first through fifth day of term (tuition only)
- 60% – sixth through tenth day of term (tuition only)
- No refund after tenth day of the term

**Short Terms**

- 100% – before first day of the term (tuition & fees)
- 80% – first through third day of term (tuition only)

60% - fourth through fifth day of term (tuition only)  
No refund after fifth day of the term

**Winterim**

100% – before first day of the term (tuition & fees)  
80% – first through second day of term (tuition only)  
60% - third day of term (tuition only)  
No refund after third day of the term

**Special Refund Conditions**

**Health or Medical Condition:** The student has a documented health condition that does not allow them to continue in a course or courses. If a student must withdraw from all classes based on a medical issue, they should submit the Appeal for Medical Refund form. In cases of partial schedule withdrawal the Appeal for Refund/Cancellation of Charges form is appropriate. Documentation must include an official note from their physician or healthcare provider stating the dates and diagnosis of their condition or dates in which they are under medical care.

A full refund of tuition and fees paid at registration will be granted to students who completely and officially withdraw from the College due to a serious illness. The illness must be attested to by a physician in written form. To be considered, the documentation must include the dates and diagnosis of the illness for which the student is being treated (or for which treatment was received). Letters must be on letterhead. Information submitted on prescription blanks will not be considered. The request for such a refund should be submitted no later than the last official day of the term during which the illness occurred.

**Military Service:** A full refund of tuition and fees paid at registration will be granted if a student is called to Active Duty military service, basic training or enlistment. Documentation for a refund may include a copy of the student's military orders or a letter from their recruiter indicating their enlistment training date.

- a. Credit must not have been awarded in the course(s) for which a tuition refund is requested.
- b. Documentation may include a copy of the student's military orders or a letter from their recruiter indicating their enlistment training date.

**Death in the Family:** The student experiences a hardship due to the death of a family member after start of the term. Documentation may include an obituary or a death certificate.

**Transportation Issues:** The student experiences a change in their ability to attend classes due to a transportation issue that occurs after the start of the term. Documentation may include a repair estimate from an automotive facility, public transportation schedule changes, or in the case of an accident, the police or insurance report.

**Family Care Responsibility:** The student becomes responsible for the care of a family or members due to a significant change within the household circumstances. Documentation may include a letter from a physician, social worker or advocate regarding the student's caretaker role.

**Change in Employment Status:** The student has a change in employment status or work schedule which takes place after the start of the term; preventing the student from completing the term. Documentation may include a letter from the individual's supervisor on company letterhead supporting the change employment status.

Additional extenuating circumstances to be considered at the discretion of the Appeals Review Committee.

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

- a. Students who qualify for a 100% refund of tuition and fees based on the Appeal for Refund Process.
- b. A full refund of tuition and fees will be granted for courses cancelled by the College.

## **V. Responsibility for Implementation**

Vice President for Student Success

Related Information:

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

History:

Approved: President, 2/18/1975

Effective: 2/18/1975

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Effective: 3/23/1983

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Revision Approved: President, 9/7/2018