

REFUNDING OF TUITION

Refunds

Tuition refunds are calculated in accordance with the Tuition Refund Policy for those students who officially drop a class or classes during the first three weeks of the semester. Fees are not refundable.

Refund Schedule for Fall and Spring Semesters	Tuition Refund	Tuition Obligations
Drop course(s) before 1 st Official Day of the Semester	100%	-0-
Drop course(s) within 6 calendar days of opening date	75%	25%
Drop course(s) between 7 & 12 calendar days of opening date	50%	50%
Drop course(s) between 13 & 17 calendar days of opening date	25%	75%
Drop course(s) beyond 17 th calendar days after opening date	None	100%

For summer and winter session(s), the refund period is the first 20% of the total days (including Saturday, Sunday & Holidays) in the session. The refund period is divided into two equal segments corresponding to a 50% and 25% refund period. For example:

Days in the Session * Rounding Up Is Used	First Refund Period	Second Refund Period	After Computed Days
Six Weeks 6 weeks X 7 Days = 42 Days 20% of 42 Days = 9*	5 Days 50%	4 Days 25%	33 Days 0%
Percentage of Refund Percentage of Liability	50%	75%	100%
Four Weeks 4 weeks X 7 Days = 28 Days 20% of 28 Days = 6* Days	3 Days 50%	3 Days 25%	22 Days 0%
Percentage of Refund Percentage of Liability	50%	75%	100%

- The refund period is the first 20% of the total days (including Saturday, Sunday, & Holidays) in the term/session. The last day of this period coincides with the census (Form "A") date.
- The 20% represents the traditional semester's census date; for example: 7 days in a week X 15 weeks in a term/session $105 \text{ days} \times 20\% = 21 \text{ days}$ (the census date is the 21st day) The refund period should be divided into three equal segments corresponding to the three refund percentages (75%, 50% & 25%) as shown above.
- The refund period corresponds to the 21-day period noted above. Thus, $21/3 = 7 \text{ day}$

segments in which, withdrawal during the first 7 days would allow for a 75% refund, withdrawal during the second 7 days would allow for a 50% refund and, withdrawal during the third 7 days would allow for a 25% refund.

- In those instances where the traditional 15-week session does not exist, the census date and therefore the determination of the refund period may result in less than a complete day. In those cases, the college should round to the nearest full day, for example: 7 days in a week X 10 weeks in a term/session $70 \text{ days} \times 20\% = 14 \text{ days}$ (the census date is the 14th day) Therefore, under these circumstances, the refund period corresponds to the 14 day period noted above.
- Thus, $14/3 = 4.667$ which should be rounded to 5 day segments in which, withdrawal during the first 5 days would allow for a 75% refund, withdrawal during the second 5 days would allow for a 50% refund and, withdrawal after the second 5 day segment and prior to and including the census date (14th day) would allow for a 25% refund. Thus, the last period would contain only 4 days, even though the first and second periods each contain 5 days.

Note: Unless extenuating circumstances exist, no application for refunds or reduction in liability for the fall, spring and winter (including intersession) semesters will be accepted after the end of the fiscal year. Refund applications for any summer terms will be accepted up until the beginning of the fall

Note: For 2, 3, 4 and 5 week winter sessions, there are limits to when the refund may be applied for. See the table above for examples of computation.

Refunds for Military Service, Peace Corp or VISTA

- Any refund request for Military, Peace Corps or VISTA service must be documented in order to process it.
- In the case of the Military, a copy of induction or military orders is required. In order to obtain a grade, a student must attend approximately 13 weeks (5 weeks for Summer Session).
- Faculty makes the decision regarding eligibility for a grade.
- No refund will be made to a student who has been assigned an earned grade, regardless of whether the grade is passing or failing.
 - In instances where students who are drafted into the Military or are recalled to active duty do not attend for a sufficient time to qualify for a grade, there shall be a 100% refund of tuition and all other fees except application fees.
 - In instances where student who have enlisted in the Military, the Peace Corps, or VISTA do not attend for a sufficient time to qualify for a grade but continue in attendance to within 2 weeks of induction, refund of tuition and all other fees except application fees will be made in accordance with the following principles:
 - Withdrawals before beginning of the 5th 100% calendar week (3rd calendar week for Summer Session) after scheduled opening date of session

- Withdrawals thereafter 50%
- If a tuition liability exists, a student may be eligible for State or Federal financial aid. Please refer to the Office of Student Financial Assistance's Policy and Procedures Manual.
- For Federal financial aid programs, eligible students may be entitled to some financial aid based upon attendance at the institution. The Financial Aid Office will determine the amount of the award and any amount to be refunded. If financial aid is provided, either grades of "W" must be shown on the student's transcript or attendance must be documented in order to substantiate the awarding of such aid. If financial aid is not provided, then the student's registration can be voided and no transcript record will exist.
- Upon return from military service, a student will not be charged a Readmission Fee to register at the same college.

Change in Status from Full-Time Student to Part-Time Student

If a full-time student (registered for at least 12 credits) drops a course during the refund period and thus is registered for less than 12 credits, his/her effective tuition is then calculated on a part-time basis.

- However, he/she is also liable for that portion of a full-time tuition, which is not refunded in accordance with existing refund procedures.
- Subtracting the new part-time tuition amount from the full-time amount and giving him/her a refund based upon a percentage, depending upon the point of withdrawal, calculate his/her refund.
- See the Appendix for examples of calculations

Tuition Liability & Refund Entitlement - Registration During Late Registration Period

- A student who registers during the late registration period as specified by the college (usually the late registration period occurs after the first day of classes as defined in the official University calendar) and settles his/her tuition bill, creates a tuition liability.
- Until a tuition bill is settled, no tuition liability is created.
- Once settled, any refund is based upon the refund schedule in effect after the first day of classes.

College Initiated Refunds

- **College Cancelled Registration**
 - If a student registers as a degree student but the college subsequently learns he/she did not receive a high school diploma or equivalent and then the student elects not to continue as a non-degree student.
 - If a student is notified that he/she is no longer in good academic standing.

- If a student has been permitted to register, but subsequently it is learned that he/she owes money to the college or any other CUNY college or loan program and his registration is subsequently cancelled (no grades given), the student is not liable for tuition and fees for the semester for which the registration was cancelled.
- If a student's grades from the prior semester are received after registration and the student is informed that he/she can no longer continue in one or more courses.
- **Improper Advisement Has Been Given**
 - If a tuition-paying student is placed in a special (remedial) class following testing and after a week or more in the class, the instructor advises him that he/she does not need the course and should withdraw, he/she may be entitled to either a full or partial refund. If the college is satisfied that the student was, initially, improperly advised, the tuition may be refunded in full. Otherwise, it is not a college initiated refund and the student is entitled to a tuition refund based on the established refund schedule.
 - If a tuition-paying student is placed in a class and after review the college is satisfied that the student was, initially, improperly advised, the tuition may be refunded in full. Otherwise, it is not a college initiated refund schedule.

Tuition Refunds Resulting From a Change in Student Status

- A change in a student's residency status from non-resident to resident, resulting from a student documenting the University's one year State residency requirement before the first day of classes, will still entitle the student to a refund of the difference between the resident and non-resident tuition rates provided he/she does so within the same semester (see Section II.A.4.).
- However, any reclassification in residency status, a change from advance standing transfer to continuing student status, or a change from non-degree to degree status on or after the first day of classes will not take effect until the next semester.
- When the reclassification occurs in the next semester, the corresponding undergraduate tuition rate will apply. Thus, a student is not entitled to a refund due to the reclassification on or after the first day of classes.

Immunization Liability/Refund

- As a result of State Public Health Law (PHL) 2165, the University has instituted procedures requiring all students born after December 31, 1956, whether degree or non-degree, who are registered for six or more credits/equivalent credits, to submit two proofs of immunization for measles and one proof for mumps and rubella to be in attendance at the University.

Excluded Students

- Part-time students who are enrolled for less than six credit/credit equivalent hours are excluded.
- Part-time students (less than 6 credits) who are permitted to register must be monitored by the college to assure that these students are not allowed to exceed the 5.9 credit limit
- Continuing education students are also excluded except that students in any continuing education programs awarding college credits will be subject to the above requirements.

Included Students

- All continuing students, regardless of when they last attended the college, must have the required two proofs of immunization in order to complete registration.
- For new admits (freshmen or transfer students)
 - Depending upon college policy students must submit:
 - Two proofs of immunization, or
 - One proof of measles, mumps and rubella immunization
 - The student has up to 90 days from the first measles vaccination or either the 30-day or 45-day (out-of-state student) grace period from the first day of classes to be in compliance.
 - The 30-day or 45-day period is the latest time period to complete the immunization. Registration will be blocked for those students for whom the law applies who have not satisfied the above requirements.

College Notification(s)

- Prior to the first day of class, the college must issue warning letters to partially-compliant students, informing them that their attendance, academic records, financial aid eligibility and tuition liability can be affected.
- A second letter must be issued after the second day of classes, but before the 15th day of classes, informing the students that they will be excluded from classes beginning on the 31st or 46th day of the semester. This letter will also indicate the availability of free on-campus immunizations. Students who do not comply with the above minimal requirements must be excluded from all classes and not allowed to return until they are in full compliance. Colleges who do not enforce and document the minimal requirements will risk being fined \$2,000 per non-compliant student.
- Students who are permitted to provisionally register with only partial proof of immunization must complete immunization and will have incurred full tuition liabilities and not entitled any refund.
- The student not having completed the semester as a result of not fulfilling the immunization requirement may affect a student's financial aid eligibility and academic standing.
- Permit students will be required to fulfill the immunization requirement at their "home" college. The "home" college will be responsible for assuring that the permit students have satisfied the above requirements before permits are issued. In the event that the "home" college allows the students to register with partial proof of immunization and the

students do not complete their immunization, the "home" college will notify the students that they can no longer attend either college. At the same time, the "home" college will notify the "host" college so that the instructors at the "host" college can be informed.

Summer Session Registrants

- All degree students must submit one proof of immunization for measles, mumps and rubella prior to the completion of the registration process. The second proof of measles immunization must be collected prior to the first day of classes for the fall semester.
- Degree students are defined as:
 - Freshmen or pre-freshmen, including University Skills Immersion Program (USIP) students,
 - First-time degree registrants (transfer students),
 - CUNY permit students (home college is responsible for the maintenance of the immunization records and should only issue permits to students who are in full compliance, and
 - Continuing students.
- No documentation will be collected for non-degree students. However, these students must be informed that, in the event of a measles outbreak on campus, they will be expected to submit their immunization record or they will be excluded from classes for a minimum of two weeks in accordance with the New York State Department of Health outbreak control procedures.
- Degree and non-degree students will be subject to the tuition refund policies outlined above.

WA Grade

The administrative withdrawal grade (WA) will be applied to students who are excluded from classes because of their non-compliance status with the Immunization Law (PHL 2165). The following guidelines must be followed in all semesters:

- Students must be informed in writing (second letter) that the "WA" grade will appear on their transcripts for every registered course until the immunization requirement has been satisfied within the same semester. If the student remains non-compliant beyond the end of the semester, the "WA" grade is permanent.
- Students not in compliance with the immunization requirements are to be excluded from classes. In these cases, the college administration will apply the administrative designation of "WA" grades to students who have registered for six or more credits and who have not submitted the required proof of immunization by the end of the 30 or 45-day grace periods.
- It should be noted that colleges might impose this policy on all students including those with less than six credits. Thus, a college's policy may be more stringent than the University policy.
- There are two steps needed to reverse the "WA" grade, thereby allowing students to return to classes and to receive a regular letter grade from the instructor:
 - First, the proper proof of immunization must be furnished to the college's Health Officer

- Second, the student must obtain approval to return to class from each instructor.
- The Health Officer and all faculty members involved must complete a "WA Grade Reversal Form".
- Inasmuch as students have been excluded from classes after the 30th or 45th day, they may present proof of immunization until the last day of regular classes.
- The instructor of each class affected will have the discretion to determine whether a student is eligible to return to class or to receive a regular grade.
- If the instructor approves the return to class, the "WA" grade would then be reversed.
- If the instructor determines that the student has not fulfilled the participation requirement for the course, or has missed a significant amount of instruction such so that the student could not earn a grade for the course, the "WA" grade would remain on the transcript.
- Prior to the non-compliance period and the recording of the "WA" grade, a faculty-issued grade of "WU/WF" will remain on the transcript.
- The "WA" grade is not reversible beyond the semester in question. If the student satisfies the immunization requirement during the following semester, for example, the "WA" grade still remains on the transcript as evidence that the college took the appropriate action to exclude the student from the courses.
- If students provide satisfactory evidence of immunization, they will be permitted to register for the next semester. "WA" grades in the prior semester will not be affected, however, and will remain on the transcript.

The Effect of the Refund Procedure on Financial Aid Eligibility

- TAP Entitlement
 - Students who withdraw during the refund period and have been awarded a full TAP entitlement may:
 - Elect to use their entitlement as credit toward their liability obligation and consequently forfeit one semester of TAP eligibility, or
 - Elect to return their TAP award to the New York State Higher Education Services Corporation (HESC), (which is only advantageous if a small liability is incurred), retain the semester's TAP eligibility and reimburse the College for any money due.
 - Students who drop during the refund period with partial TAP entitlements that are not large enough to cover their tuition liability will be required to pay the difference immediately.
 - Students awarded financial aid, who use their financial aid to settle their tuition/fee obligation, and subsequently changed their status from full-time to part-time or vice versa, must have their financial aid awards recalculated. The Bursar should then use the recalculated award to determine the appropriate liability or refund.
 - Students who withdraw after the refund period retain their TAP entitlement but utilize one semester of TAP eligibility.