

Herkimer County Community College Board Policy

TITLE: Refund Policy - Revision

POLICY #: FA 97-12B

DATE OF BOARD OF TRUSTEES APPROVAL: 10/11/01

RESOLUTION #: 97-12, 97-12A, 97-12B, 09-42, 13-6

POLICY STATEMENT:

The Board of Trustees of Herkimer County Community College adopts the following Refund Policy:

1. A student shall be eligible to a refund of tuition and refundable fees for full term fall and spring semesters (see current college catalog – Refund Schedule for Tuition & Fees) in accordance with the following schedule:

Prior to 1 st class	100%
During 1 st week of classes	75%
During 2 nd week of classes	50%
During 3 rd week of classes	25%
After 3 rd week of classes	0%

Winter and Summer Intercession Terms 8 weeks or less in duration:

100% of tuition and applicable fees prior to the first full day of classes
25% of tuition and applicable fees on the first day of classes
0% of tuition and applicable fees beginning the second day of classes

2. The student's request for withdrawal within the timeframe indicated will dictate whether or not a refund is appropriate/applicable.
3. The first day that classes are offered, as scheduled by the college, shall be considered the first day of the semester, term or other session, and the first week of classes shall be deemed to have ended when seven calendar days or equivalent, including the first day of scheduled classes, have elapsed.
4. A student, who is dismissed for academic or disciplinary reasons prior to the end of an academic term, shall be liable for all tuition and fees due from the term.

BACKGROUND:

This is a revision of the Refund Policy S, III, Tuition Refunds (97-12) dated 5/18/00. The policy adopted the “State Refund Policy” established by the SUNY Board of Trustees. This revision also incorporates the provisions of Board Policy S, III, Tuition Refunds (SUNY 86-223A), which defined the terms “first day” of the term and “first week” of classes.

The language in section 1 of the Policy Statement was amended in 2010 with the clarification “for full term fall and spring semesters (see attached).” The language in section 2 of the Policy Statement was also amended at that same time to read “the student’s request for withdrawal within the timeframe indicated will dictate whether or not a refund is appropriate/applicable.”

Revised: 5/18/00, 10/11/01, 10/21/09, 4/29/10, 9/25/13