

Withdrawal From a Course or From the University: Tuition Refunds

Withdrawal from a course or from the University may entitle a student to a refund of tuition, but not of fees. A student's last day of attendance or for Online courses, the last day of participation is utilized to determine tuition liability and when calculating refunds. Last day of participation is defined as the last date a graded academic assignment is submitted.

Full-time campus-based undergraduate students who receive permission to withdraw from a single course are not entitled to a refund, unless the withdrawal involves extra credits. In such cases, the student may ask for a refund of the extra tuition within the first four weeks of the term.

Part-time students who withdraw from a course may be entitled to a refund.

Once the classes have begun, flat-rate undergraduate students who change their programs to less than 12 credits will continue to be responsible for the flat-rate tuition charge (as opposed to the per-credit rate).

The percentage of refund for undergraduate and graduate students will be determined according to the following schedules (based on the courses start/end dates):

For 12-14 week classes (including GMS courses):

<u>Withdrawal Effective</u>	<u>% of Refund</u>
Prior to Second Week	100%
During Second Week	80%
Third Week	60%
Fourth Week	40%
Fifth Week	20%
After Fifth Week	No Refund

For 6-8 week classes:

<u>Withdrawal Effective</u>	<u>% of Refund</u>
Prior to Second Week	100%
During Second Week	60%
Third Week	20%
After Third Week	No Refund

For 4 week classes:

<u>Withdrawal Effective</u>	<u>% of Refund</u>
Prior to Third Class	100%
After Third Class	60%
After Fourth Class	20%
After Fifth Class	No Refund

For classes meeting for 2 weeks or less:

<u>Withdrawal Effective</u>	<u>% of Refund</u>
Prior to Second Class	100%
After Second Class	No Refund

This schedule does not apply to the tuition deposit required of first time students. This deposit is **non-refundable**.

Federal Title IV recipients should see the Return of Title IV Funds section of this catalog.

In the absence of an instructor's attendance verification, the date of withdrawal is determined by the Dean. Withdrawal from online courses is based on the last date of participation in the course and is determined by the SJC Online administrative team.

A student who believes his/her individual circumstances warrant an exception to the University's refund policy may submit a written appeal for special consideration to the Bursar. That decision is subject to appeal to the Chief Financial Officer.

Refunds of financial aid awards, student loans, etc., are not refundable until the actual funds have been received by the University and the student's eligibility for the funds has been determined.

A refund will not be granted to a student who is dismissed or who withdraws while under disciplinary action.

Once the Bursar's Office has determined that a student is eligible to receive a refund, it will automatically be processed by the office. Students' accounts are reviewed regularly to validate the credit and when appropriate, a refund check is scheduled and then issued. All checks are mailed to the permanent address on file for the student. If the refund is generated by a Parent PLUS loan, the refund may be sent to your parent.

For students/parents who wish to carry a credit to a future semester, a carry credit request form (which can be obtained on the SJC portal, under Bursar Forms), with the semester indicated, needs to be submitted to the Bursar's Office. Please note credits can only be carried within the same academic year. All spring credits will be refunded and cannot be carried to future semesters.