

TUITION REFUND APPEAL

(Please Print)

Today's Date: _____

Full Name: _____

Student ID: _____

Current Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Email: _____

Instructions:

All requests for a tuition refund AFTER the refund period must be made using this form. Written documentation must be attached. Please submit this form **in a sealed envelope to the Student Business Office DROP BOX Elston 219**, or fax this form with appropriate documentation to 518-8362813. Your appeal will be reviewed by the Tuition Refund Appeal Committee. You will receive written notification of the decision within 3 weeks of receipt of appeal.

TERM REQUESTING REFUND FOR: _____ COURSE(S) _____

REASON FOR REQUESTING REFUND: _____

_____ Medical (attach documentation/explanation) _____ Family Emergency (attach documentation/explanation)

_____ Other (attach documentation/explanation)

Are you withdrawing due to an incident involving sexual assault, domestic or dating violence, or stalking on campus or during a college related event? Yes/No (circle one). If you circle "Yes", this information will be shared with our Title IX Coordinator.

OFFICE USE ONLY

_____ Approved _____ Denied

Refund Guidelines

Refunds are based on the date of the student's add/drop, complete termination, or official course withdrawal as noted below. Furthermore, refunds are based on the official starting date of the term, not the student's actual class attendance. Refunds will be granted according to the schedule immediately following this section and as noted in the registration publications.

Add/Drop - Students may change sections or courses of equal credits without financial penalty. Adding new courses or changing to a course with more credits may incur additional tuition and fee liability according to the tuition and fees schedule. Students who drop from full-time to part-time status should consult with financial aid to understand any implications and additional liability will result from their actions to change their status.

Complete Termination - Students who drop all registered courses through the last day of the add/drop period will be eligible to receive the appropriate refund percentage as noted below.

Course Withdrawal - Students who withdraw from courses during the withdrawal period will be eligible to receive the appropriate refund percentage as noted below.

For Parts of Term greater than eight weeks in duration:

Requested prior to the start of the Part of Term:	100% of tuition and fees.
Requested during the first week of the Part of Term:	75% of tuition and lab fees.
Requested during the second week of the Part of Term:	50% of tuition and lab fees.
Requested during the third week of the Part of Term:	25% of tuition and lab fees.

For Parts of Term of eight weeks or less in duration:

Requested prior to the start of the Part of Term:	100% of tuition and fees.
Requested during the first week of the Part of Term:	25% of tuition and lab fees.

*Refund schedules are subject to change without notice.

Note: Fees are nonrefundable once the Part of Term has begun with the exception of lab fees, which will be refunded according to the appropriate percentage (above). Official notification is required. Not attending class, informing the instructor of withdrawal, or stopping payment on a check used for tuition does not constitute official withdrawal and will not change tuition liability. Students should allow 2-3 weeks for refund claims to be mailed.

Note for financial aid recipients: Students earn their financial aid by participating in all classes. Federal regulations require Schenectady County Community College to recalculate a student's financial aid eligibility if the student withdraws from or stops participating in his/her classes before completing at least 60% of the term. If a student stops participating in classes after the end of the college's refund period, the student is liable for all of his/her tuition and fees, even if the financial aid eligibility is reduced under the Return of Title IV Aid recalculation.

Exceptions to the Refund Policy

Withdrawal Due to Military Service: Students who withdraw due to military changes of assignment and who have paid their own tuition and fees are eligible for a full refund. Documentation of such military service must be provided from an appropriate military official.

Death of Student: If a student dies during a semester, all paid tuition and fees will be refunded to the immediate family upon submission of a death certificate. If the student was a financial aid recipient, all tuition and fees liability will be removed.

All Other Cases: Exceptions to the Refund Policy will be considered only in cases in which a student has dropped or withdrawn from courses for reasons beyond his/her control (extenuating circumstances). Appeals will only be considered if written and submitted by the student; appeals submitted by someone other than the student (e.g., parent, guardian, sibling, etc.) will not be considered. Appeals should fully explain the extenuating circumstances and include supporting documentation. Appeals based on medical circumstances must include supporting documentation (e.g., memo on office letterhead from medical professional(s), copy of illness or accident report(s), etc.). Receipts for medical treatment are not acceptable forms of documentation. The documentation must indicate that the medical circumstances prevented the student from attending classes for at least a two-week period. Appeals submitted due to the death of an immediate family member (parent, child, sibling) should include a copy of the death certificate.

In order for an appeal to be considered, the student must prove extenuating circumstances were the sole cause of withdrawal from classes. Appeals will not be considered based on the following reasons:

- Student lack of knowledge/understanding or failure to follow applicable college policies, dates and deadlines published in the college catalog, student handbook, registration publications and online at www.sunysccc.edu; □ Class non-attendance;
- Textbook and/or computer difficulties;
- Student dissatisfaction with course(s), faculty, grade(s), class location(s), or classroom setup;
- Student misinterpretation of academic advisement;
- Incomplete payment of tuition or cancelled check; and/or
- Student registering for the wrong course. (It is the student's responsibility to verify accuracy of course prerequisites or required courses, course schedules, required texts or other supplies, course content and appropriateness of course level, catalog requirements, and registration.)

The appeal must be received no later than thirty days from the last day of instruction of the term for which the appeal is being made.

Financial Aid Recipients Note: If an appeal warrants an exception, federal and/or state financial aid regulations require the return of financial aid monies that have been disbursed to the student's account, including those funds that have been disbursed directly to the student. Before the appeal can be granted, the student will be required to re-pay within 30 days those funds that have been disbursed to the student. A letter will be sent to the student indicating the amount that must be re-paid. If after 30 days the amount has not been paid, the appeal will not be granted.

Appeals should be addressed to:
Schenectady County Community College
Office of Administration 78
Washington Avenue
Schenectady, NY 12305

Official written notification of the outcome of the appeal will be sent to the student in approximately 3 weeks from date of receipt.