



# Westchester Community College

State University of New York

## Refund Policy for Undergraduate Academic Courses

- In the event the college cancels a course, 100% of tuition and refundable fees will be refunded.
- If the course is dropped during the first three (3) weeks of classes, the student will receive a percentage of tuition only (not fees), according to the schedule below.

### Refund Policy - 15 week semester Fall/Spring Semesters

Including Distance Learning courses & 14 week Extension Sites

When Course Is Dropped	Refund Amount
Before official start date of the semester	100%
During the first week	75% (Tuition Only)
During the second week	50% (Tuition Only)
During the third week	25% (Tuition Only)
After the third week	No Refund

### Refund Policy – Courses held for LESS than 14 weeks

Including Distance Learning & Summer courses

When Course Is Dropped	Refund Amount
Before the official start date of the session NOT first class meeting	100%
First week of classes	25% (Tuition Only)
After the first week	No Refund

### NON Refundable Fees

These fees are NOT refundable:

Administrative Payment Plan fee

Application fee

Assessment fee

Add/Drop fees

Late Registration fee

Return Check fee

In addition after the semester's start date these fees are also NOT refundable:

FSA fees

FSA Equipment fee

FSA Cultural Arts fee

Lab fee

Paramedic fee, and other Malpractice Insurance fees

### Grounds for an Appeal to the Refund Policy

In order to submit an appeal to the refund policy, a student must demonstrate an extenuating circumstance beyond their control.

The following reasons are **not** considered *extenuating circumstances* and will **not** be considered by the Refund Committee for a refund:

- Dismissal for academic or disciplinary reasons.
- Dissatisfaction with a course's scheduled meeting time, location, or instructor's mode of instruction.
- Discontinued attendance or failure to attend a course at all.
- Failure to follow college policies and procedures available for review within the college's handbook, catalog or @ MYWCC.sunywcc.edu.
- Failure to meet published registration and payment dates and deadlines.
- A tuition liability due resulting from Late Registration on or after the first day of the semester regardless of attendance.
- Failure to review registration information for accuracy, tuition and payment policies.
- Failure to seek academic and financial advisement before registering for a course.

**\*Students whose accounts have been turned over for collection or are already in the collection process cannot appeal the refund policy.**

**Extenuating circumstances considered by the Refund Committee include the following, but are not limited to:**

- **Military or Federal Service:** Students who drop a class or otherwise withdraw from a class due to Federal service, military enlistment or changes in military orders, and who have paid their own tuition and fees,

are eligible for a full refund. Documentation of such military service and official copies of orders from the military office must be provided.

- **Death of Student:** If a student dies during a semester in which they were enrolled, all paid tuition and fees will be refunded to the immediate family upon submission of a death certificate.
- **Extenuating Medical Circumstances** (See #4 below)

### How to File your Appeal

1. Before an appeal to the refund policy can be filed, the student must have first dropped or withdrawn from the course or courses in question.
2. The student must submit the following:
  - a. A detailed written statement describing the student's reason and justification for an appeal of the refund policy. (This statement must specify the extenuating circumstance for the refund.)
  - b. In the case of a medical circumstance, please see #4 below, "Extenuating Medical Circumstances".
  - c. When possible supporting documentation should accompany the justification. (For example: accident report, police report, airline tickets, death certificate of parent, spouse, child or sibling)
  - d. All refund appeals should be filed with the Refund Committee within the academic term for consideration. The Refund Committee must receive the appeal no later than the last date of the class, *not the last day of the semester.*
3. Your appeal to the Refund Committee and all supporting documentation should be sent to:

**Westchester Community College Refund Committee**  
 % Administration Building, Room 107  
 75 Grasslands Road  
 Valhalla, NY 10595  
[Refund.Committee@sunywcc.edu](mailto:Refund.Committee@sunywcc.edu)

**\*\*If an appeal warrants an exception for a student who received financial aid, the student will be required to repay any funds used for books, and monies which were disbursed directly to the student over and above the tuition costs and fees for the semester. In such a case a letter will be sent to the student indicating the amount of repayment due with a thirty (30) day repayment final date. Failure to repay funds within thirty (30) days will nullify the full refund request for the term. Appeals submitted to the Refund Committee will be reviewed within thirty (30) business days. The Refund Committee will notify the student of the final decision.**

**A review of the Refund Committee's final decision can be requested in writing ONLY if: A change occurred in the student's circumstances AFTER the original appeal was filed which warrant consideration.**

- **Additional supporting documentation, not included in the original appeal packet is now available.**
- ***Additional documentation* should be sent to the Vice President and Dean of Student Development and Support Services for review.**

4. Evidence of *Extenuating Medical Circumstances* must be submitted to Westchester Community College's Refund Committee no later than the last day of the semester.

Medical Refund Appeals must be approved by the Refund Committee. A filed petition does not guarantee an approval. Students requesting a refund based on extenuating medical circumstances must provide the following:

- a. Medical Refund Appeal Request Form. Under "Reason for Request" the student must write a personal statement on his or her own behalf to support their request. The personal statement must include the approximate dates of attendance and the last date of attendance for the semester. This form must be signed and dated by the student.
- b. Medical documentation. A letter from the student's Health Care Provider(s) (medical doctor, physician assistant or nurse practitioner) must be submitted to the Health Services Office. The note must include the nature of the illness/diagnosis, dates of the condition and its effect on the student's ability to attend classes during the semester for which the request is being submitted. Pre-existing conditions are not accepted unless unexpected circumstances occurred or symptoms exacerbated during the semester for which the appeal is being submitted.
- c. This letter can be faxed directly from a doctor's office to the Refund Committee % Health Services Coordinator for review at (914) 606-6423 or (914)-606-8951. Additional documentation may be required upon review. \*Please note all such information mandated by the college is treated as confidential and privileged. Medical Appeals for Refund a can also be mailed or delivered directly to:

Westchester Community College Refund Committee  
% Health Services Coordinator  
Student Center Bldg. Room 112  
75 Grasslands Road  
Valhalla, NY 10595

