



Policy Name: Refund of Tuition and Fees

Policy Number: M-1

Functional Area(s) Responsible: Administration & Finance

Owner(s) of Policy: Administration & Finance

Most Recent BOT Approval Date: March 2011

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

Policy Statement:

Finger Lakes Community College shall process requests for refunds of tuition and refundable fees in accordance with applicable regulations promulgated by the SUNY Trustees in accordance with Article 126 of the New York State Education Law.

Reason(s) for Policy:

This policy is designed to ensure that a student who officially withdraws from Finger Lakes Community College obtains a refund of tuition and activity fees to the extent provided in this policy.

Applicability of Policy:

None

Definitions :

Requirements for Refunds

- If tuition has been paid by cash, check or credit card, or financial aid has been accessed from the government to pay the account, you may be entitled to a refund if timely drop slips or withdrawal documentation is submitted to the One Stop Center (ext. 1622).
- The date on which the One Stop Center receives the forms will be used to determine refunds.

proper credit to you student account.

- NO REFUND SHALL BE GIVEN FOR FEES OR PRE-ADMISSIONS (TUITION) DEPOSIT ONCE THE SEMSTER BEGINS.

- To receive a 100% refund of already paid tuition and fees, the completed forms must be received by the Registrar's Office as follows:

15 WEEK OR MORE CREDIT COURSES

- For credit courses **15 weeks or more**, the completed forms must be received one business day prior to the official **semester start date**.
- The schedule for tuition refund for credit courses **15 weeks or more** is as follows:

Approved drop/withdrawal one business day prior to semester start date--tuition and fees	100%
Approved drop/withdrawal during 1st week of semester--tuition only	75%
Approved drop/withdrawal during 2nd week of semester--tuition only	50%
Approved drop/withdrawal during 3rd week of semester--tuition only	25%
Approved drop/withdrawal after 3rd week (20th day) of semester	No Refund

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