

Title: Tuition Refund and Appeal Policy for Classes

- ❑ Initial Action: 9/29/94
 - ❑ Board Resolution: 94-091, 95-015, 96-024, 98-109,24-046
 - ❑ Last Revised: 09/27/2017, 9/14/2005
 - Policy 08/05/2024
 - ❑ Procedure
 - ❑ Last Reviewed: 03/05/2024
 - ❑ Effective: 08/05/2024
 - ❑ Next Review: 03/05/2027
 - ❑ Responsibility: Finance and Administration
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Policy:

A full refund of all tuition and fees, will be made to students whose classes are canceled and to students who must withdraw from classes due to an extended disruption of service, which prohibits the College from holding classes.

The following schedule applies to all students:

SESSIONS OF LESS THAN FOUR (4) WEEKS

0% refund from the start date of the session. See Appeal for Refund below under Procedures.

SESSIONS OF FOUR (4) WEEKS OR LONGER

100% refund through the official drop date of a course, which is published to my.cecil.edu each semester.

0% refund after the official drop date, except for students called to military duty. See Appeal for Refund below under Procedures.

Procedure:

Appeal for Refund After the official drop date has passed a student may choose to submit an Appeal for Refund. Appeals will be reviewed for refunds based on extenuating circumstances upon receipt of documentation of those circumstances. Extenuating circumstances include illness, injury, hospitalization, and mental health or wellness, which inhibit the student's ability to acquire an education. Such appeals should be submitted to the Registrar via the published Form Flow application available on my.cecil.edu under the student's login credentials.

A student, faculty member, or staff member may also submit an Appeal for Refund to recommend that one course be dropped after its add/drop period has ended so that another course can be added later in the semester. Should this type of appeal be approved, and the student elects to drop the newly enrolled class within the new add/drop period, the original

tuition refund exception will be revoked and the original course charges will be reinstated. Further, the ability to remove one course and add another beginning later in the term is subject to limitations as it pertains to the start date of each course. It is recommended that no course more than two weeks past the drop date for full-length and no more than one week past the drop date for shortened courses be permitted.

It should be noted that students may remain responsible for book/bookstore/material charges of any dropped course(s). Students may also incur additional costs should they adjust their schedule.

The Appeal for Refund process operates under an appeal committee process. The committee member seats will be held by the individual holding the following roles at the College: Bursar, Director of Advising, Director of Financial Aid, and Registrar. Each role may establish a secondary representative to act in their stead should they be unavailable. Should the committee vote result in a tie, the Vice President of Student Services will be asked to act as a tie-breaker.

If the appeal pertains to a non-credit course of study, the respective non-credit Program Coordinator (or representative) will be asked to attend the review meeting.

Any courses approved for drop by the appeal review committee will be updated in Jenzabar to a “W” grade designation with the LDA stated as the date the appeal was approved, and the course type updated to “RP”. This will allow for tracking of these courses, especially as it pertains to adjustment of charges for book/bookstore/material charges, or revoked removals.