

# REFUNDS

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Students who officially withdraw from courses may be eligible for a percentage refund of tuition and certain fees. Students must go to The HUB to complete a drop form or process the drop on-line through Ocean Connect Self Service. Failing to attend class will not relieve you of your financial obligation to the college, even if you have not paid your full tuition bill. Completing the drop form according to the schedule below will eliminate or reduce your financial obligation. Students receiving Financial Aid must complete 60% of the semester in order to be entitled to 100% of their Financial Aid Funds awarded for the semester. Withdrawals occurring prior to 60% completion date will result in the recalculation of aid eligibility and the return of ineligible aid to Federal or State agencies. This may result in the student owing a balance to the school. It is the responsibility of the student to officially withdraw from classes during the appropriate refund periods if the student is to receive a REFUND OR CREDIT.

Official date of withdrawal will be the date The HUB receives the completed withdrawal form with all required signatures or the date/time stamp from Ocean Connect Self Service.

## **Refund percentages are as follows:**

- Class cancelled by the college: 100%
- Withdrawal prior to the first official day of the semester/term: 100%
- Withdrawal between the first official day of classes up to and including the third day of the classes: 100%
- Withdrawals between the fourth day of classes up to and including the official attendance census date of the semester/term (check your bill schedule or ask The HUB for specific dates): 50%
- Withdrawal after the official attendance census date of the semester/term: None

It is the responsibility of the student to officially withdraw from classes during the appropriate periods, to enable the possibility of a refund or credit.

The exact refund dates for each semester/term are displayed on the schedule received by every student at the time of registration.

Occasionally, extraordinary circumstances require Ocean County College to make an exception to the above refund period policy, in which case a REFUND may be issued. Substitution of faculty is not grounds for a refund. It is the policy of Ocean County College to make these exceptions due to extenuating circumstances with supporting documentation only.

Additionally, all appeals must be received within 12 months of the affected term. Late appeals will not be considered. If you feel that you have a valid refund appeal, go to Tuition Refund Appeals ([https://cm.maxient.com/reportingform.php?OceanCountyCollege&layout\\_id=3](https://cm.maxient.com/reportingform.php?OceanCountyCollege&layout_id=3)).

The request must involve an extenuating circumstance which prohibited initial attendance or continued attendance in registered courses. Supporting documentation of the extenuating circumstance is required in order to review and make a decision; i.e., medical (medical doctor's note covering period for which you are appealing), or military (supervising officer, copy of orders), etc. All statements must be on business letterhead and include dates and events. Retain your originals, they may be requested. FAILURE TO BE AWARE OF THE REFUND SCHEDULE IS NOT GROUNDS FOR AN APPEAL.