

## OCEAN COUNTY COLLEGE REFUND POLICY

In order to officially withdraw from classes for a specified term, students must adhere to the Ocean County College Registration & Records add/drop procedure. Students who officially withdraw from classes may be eligible for a percentage refund of tuition and certain fees. Percentages are applied against tuition and fee charges. The resulting amount will then be compared to any payments made by the student, with the difference being the amount of the refund amount due or the balance owed to Ocean County College.

*The following fees are non-refundable: Registration, Tuition Deposit, Certificate, Graduation, or Tuition Payment Plan.*

Students receiving financial aid must complete at least 60% of the term in order to maintain 100% of their award eligibility for that term. Withdrawals occurring prior to the 60% completion date will result in the recalculation of award eligibility and the return of any ineligible award amounts to the relevant Federal or State agencies. This may result in a balance owed to Ocean County College. It is the responsibility of the student to officially withdraw from classes during the appropriate refund periods in order to receive a refund or credit.

Completing the withdrawal process according to the schedule below will eliminate or reduce your financial obligation to Ocean County College. The official date of withdrawal will be the date on which the Ocean County College Registration & Records Department receives the withdrawal request.

Withdrawal schedule and refund percentages (failure to be aware of these dates is not grounds for a tuition refund):

- Class cancelled by Ocean County College: 100%
- Withdrawal prior to the first official day of the term in which a student is registered: 100%
- Withdrawal between the first official day of the term in which a student is registered and the official attendance census date of the term: 50%
- Withdrawal after the official attendance census date of the term: 0%

Failure to attend classes will not relieve a student of their financial obligation to Ocean County College. If a student fails to withdraw from a specific term prior to its start date and does not attend class, all financial aid eligibility will be rescinded.

Extraordinary circumstances occasionally require Ocean County College to make an exception to the above refund policy, in which case a refund or credit may be issued. It is the policy of Ocean County College to make these exceptions ONLY under one of the following circumstances:

- Medical emergency or condition which prevents the student from completing the term.
- Military orders indicating a student has been called to active duty.
- Evidence that the student was incorrectly advised or placed in the wrong class(es).

Tuition refund appeals must be made in writing and be accompanied by relevant documentation. Please contact Ocean County College for more information on the tuition refund appeal procedure.