

Middlesex Community College

Spring 2022 Withdrawal/Refund Policy

When a student drops or withdraws from a course, processing, instructional and other costs must still be met by the college. Therefore, refunds for official withdrawals from credit courses are adjusted as follows:

- **Refund Policy for Winter Session Schedule (January 3 – January 21)**
 - On or Before January 3 – 100% Adjustment/Refund
 - Students who withdraw from all of their classes during the 100% refund period will be assessed a non-waivable \$25 administrative fee.
 - January 4 – 50% Adjustment/Refund
For Example: 3 credit course at \$252 per credit equals \$756; 50% refund is \$378.
 - **NO ADJUSTMENT/REFUND AFTER JANUARY 4**
- **Refund Policy for Regular Semester Schedule (January 24 – May 23)**
 - On or Before January 30 – 100% Adjustment/Refund
 - Students who withdraw from all of their classes during the 100% refund period will be assessed a non-waivable \$25 administrative fee.
 - From January 31 to February 6 – 50% Adjustment/Refund
For Example: 3 credit course at \$252 per credit equals \$756; 50% refund is \$378.
 - **NO ADJUSTMENT/REFUND AFTER FEBRUARY 6**

- **Refund Policies for Accelerated Semester Schedules**

8-Week Minimester 1 = January 24 - March 15	AHP Session I = January 25 – March 26
8-Week Minimester 2 = March 28 - May 11	AHP Session II = March 28 – May 28

100% Adjustment/Refund

8-Week Minimester 1	On or Before January 27
8-Week Minimester 2	On or Before March 31
AHP Session I	On or Before January 27
AHP Session II	On or Before March 31

50% Adjustment/Refund

8-Week Minimester 1	January 28 to January 31
8-Week Minimester 2	April 1 to April 4
AHP Session I	January 28 to January 31
AHP Session II	April 1 to April 4

No Adjustment/Refund after

8-Week Minimester 1	After January 31
8-Week Minimester 2	After April 4
AHP Session I	After January 31
AHP Session II	After April 4

Important: To be eligible for a refund, students **MUST officially withdraw from their class/classes** by notifying the college in writing, in person, online, or by calling 1-800-818-3434. Official course withdrawal forms are available at each campus at the Student Information Center. Lack of attendance, course abandonment, etc. does not constitute course withdrawal. A student receiving Federal Title IV aid and who has officially withdrawn from the college may be entitled to a refund of tuition and fees in accordance with the federally mandated schedule.