



1 College Place – Claremont, NH 03743-9707  
 438 Washington Street – Keene, NH 03431  
 15 Hanover Street – Lebanon, NH 03766

**REFUND / WITHDRAWAL POLICY**  
**SPRING SEMESTER 2019**

**REFUND POLICY (Credit Courses):**

A 100% refund of tuition, less non-refundable fees, will be given to a student who officially withdraws from a full semester course by the end of the fourteenth (14<sup>th</sup>) calendar day (Tuesday, February 5) of the semester. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the alternative semester to withdraw for a full refund. If the seventh (7<sup>th</sup>) or fourteenth (14<sup>th</sup>) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. **Exception: Students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund. Students must submit a signed Course Drop/Withdrawal Form to the Registrar’s Office to qualify for a refund.** This policy applies to all semester length and alternative semester formats. Non-refundable fees are defined as advance tuition, application fee, and orientation fee. All other fees are to be considered refundable. This includes, but is not limited to, comprehensive student service fee. All Federal Title IV Funds (i.e. Pell, SEOG, Perkins Loans, Stafford Loans) are prorated and refunded according to the rules and regulations mandated by the US Department of Education. Students registered for workshops through System Divisions of Continuing Education or Office of Business & Industry Training must withdraw in writing at least three days prior to the first workshop session in order to receive a full refund of tuition and fees. In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credit or waiver to students on a case-by-case basis. Tuition credit must be used within one calendar year from the date of authorization. In accordance with Federal regulations, refunds for an amount less than \$1 will be forfeited. \*NOTE: Tuition and fees are subject to change without notice. Applicants should check with the College for verification of current charges. All refunds require that the student complete an official withdrawal form.

**WITHDRAWAL POLICY (Credit Courses):**

**Deadlines for Withdrawing from Full-Semester Courses after February 5 – Spring Semester 2019 (NO REFUND):**

A completed and signed Course Drop/Withdrawal Form must be received in Registrar’s Office by indicated withdrawal deadline. After withdraw deadline, a Withdraw Pass/Withdraw Fail Form must be submitted. See Student Handbook for course withdrawal policy.

<u>Start Week</u>	<u>Duration</u>	<u>Deadline Date</u>	<u>Grade on/before Deadline</u>	<u>Grade after Deadline (Before End of Course)</u>
January 22	Full Semester	March 26	W	WP or WF

For courses with a schedule other than full semester, the deadline for withdrawing with a “W” grade will be before or at the 60% point of the course; “WP” (withdraw-pass) or “WF” (withdraw-fail) grades will be issued if withdrawing after that time.

**Before you register, please read the following notice:**

*I understand that I must fulfill my financial obligation two weeks before the first day of the semester (deadline is January 7), or my registration will be voided and my classes deleted. I understand by registering for courses at RVCC, I am financially obligated for ALL costs related to the registered course(s). I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney’s fees, which will add significant costs to my account balance. (Effective 4-1-14)*