

SUNY BOARD POLICY

TITLE: Tuition Refunds

POLICY #: FA 86-223A (SUNY)
SUNY Community College Regulations, Part 600 Section 602.11

DATE OF BOARD OF TRUSTEES APPROVAL: N/A

RESOLUTION #: N/A

POLICY STATEMENT:

§602.11 Refund of tuition and fees

- (a) A student who officially withdraws shall be liable for payment of tuition and refundable fees in accordance with the following schedule:

Schedule of Student Tuition Liability

Liability	Semester	Quarter	8-wk term or less
Prior to first day	0	0	0
During 1 st week	25%	40%	75%
During 2 nd week	50%	70%	100%
During 3 rd week	75%	100%	100%
After 3 rd week	100%	100%	100%

- (1) Approval of the cancellation with the date it becomes effective must be certified by the college president or designee. No money shall be refunded unless application for the refund is made within one year after the end of the term for which the tuition requested to be refunded was paid to the college. The first day that classes are offered, as scheduled by the college, shall be considered the first day of the semester, quarter, or other term, and the first week of classes for purposes of this section, shall be deemed to have ended when seven calendar days, including the first day of scheduled classes, have elapsed.
- (2) A tuition liability schedule for a term of any length other than those listed in the schedule above shall be similarly prorated.

Exceptions:

- (1) There shall be no tuition or refundable fee liability established for a student who withdraws to enter military service prior to the end of an academic term for those courses in which the student does not receive academic credit, provided the student submits proper certification of such military service from an appropriate military official.

- (2) A student who is dismissed for academic or disciplinary reasons prior to the end of an academic term shall be liable for all tuition and fees due for that term.
- (3) Tuition and fees collected in error, or in amounts in excess of the required amounts may be refunded. The request for refund shall include the reason for and the amount of the refund.
- (4) A student who is receiving Veterans Administration benefits under the Veterans Readjustment Assistance Act of 1952, Pub. L. No. 82-550, 66 Stat. 663 (1952), see subdivision (d) of this section, and is enrolled in a nonaccredited program may not be charged on withdrawal in excess of the approximate prorated portion of the total charges that the length of the completed portion of the program bears to its total length and shall be entitled to a refund of any amount paid in excess thereof.
- (5) Notwithstanding any other provisions for refund, when a student has withdrawn through circumstances beyond his or her control, under conditions in which the denial of refund would cause undue hardship, the chief executive officer of the college may, in his or her discretion, determine that no liability for tuition and fees has been incurred by the student, provided the student has not received or will not receive academic credit for the term. Such action, including the reason therefore, shall be in writing.
 - (a) Military personnel withdrawing from any program or term because of changes of assignment beyond their control and upon proper certification of such change from a base education service officer or other appropriate military official shall be deemed to have incurred no liability for tuition and fees due from such personnel, as opposed to tuition and fees paid by the Federal government in their behalf.

Additional references regarding tuition refunds are on file with Bursar and can be found in the College catalog.

BACKGROUND: Campuses have requested clarification of the University's refund policy with respect to the definition of the terms "first day" of the term and "first week" of classes. The current policy allows students to have an opportunity to attend at least one or two class periods before incurring a liability. Additional references regarding tuition refunds are on file with Bursar and can be found in the College catalog.

This policy was amended in 2024 to reflect the current SUNY policy.

Revised: 4/22/2024