Course Cancellations
If the college cancels a course, you will automatically be granted a 100% adjustment of associated charges except the application fee.

Tuition, Laboratory and Studio Fees
• If you officially drop prior to the 1st day of the semester – 100% refund
• If you officially drop on the 1st day of the semester through the 14th calendar day – 50% refund
• If you officially drop/withdraw on the 15th day of the semester or later – no refund

College Service, Student Activity & Clinical Fees Charges - No Refund
You may request a full refund of the clinical fee if you drop out of an allied health program entirely or are not enrolled in any credit courses at the end of the add/drop period.

Extension Fees
Fees for Summer, Winter, College by Design sessions and Corporate and Continuing Education credit and non-credit courses.
• If you officially drop on the last business day before the first class meeting or prior – 100% refund
  Requests must be made by Friday for courses starting Saturday-Monday.
• If you officially withdraw on the day of the first class meeting or later – no refund.

Other Non-Refundable Fees
• Installment Plan
• Late Payment

Policy Notes:
1) Refund policies assume that all charges have been paid in full prior to drop/withdrawal. In some cases an account adjustment may not entitle student to an actual refund.

2) Students are required to officially drop class(es) by the official deadline published each semester in the Refund Section of the Course Schedule.

3) Deadlines for Summer, Winter and College by Design sessions and Continuing Education non-credit courses are based on the start date of courses and are adjusted appropriately.

4) Refund/returns of Title IV funds are made in accordance with applicable Federal rules and regulations that take precedence over college refund policies.

Financial Aid/Loan Students
If you drop or withdraw, you may be subject to a financial aid award reduction or cancellation. This can result in you personally owing money to the college. Contact the Financial Aid Office at 860-512-3380 before reducing your course load.

Installment Plan Students
You may still owe a balance on your Installment Plan even though you have reduced your course load or withdrawn. Contact the Bursar’ s Office at 860-512-3637 first to determine the effect on your balance.

All Students
Once the regular semester begins, the Registrar’ s Office requires you to make all schedule changes in person. You will not be able to reduce your course load on myCommNet.
Important information: The Refund Appeal is intended to extend the refund period for a limited 10-day period of time for students experiencing extraordinary circumstances. After the 10-day extension period, there are no refunds and appeals will not be considered regardless of the circumstances a student may experience. All appeals must be submitted in writing and include student ID, contact information and appropriate documentation. Appeals will only be considered for the following extraordinary circumstances:

- **Severe illness or medical emergency:** doctor’s note required
- **Military transfer:** A copy of the transfer orders is required
- **Administrative error:** Provide documentation to support your request

The following circumstances will **not** be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, childcare issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

Instructions for completing this form and submitting an appeal:

1. Read the Refund and Withdrawal Policy. Determine if you meet these guidelines. If yes, then proceed.
2. You must withdraw from the course(s) prior to submitting an appeal.
3. FINANCIAL AID: If you have received financial aid, you MUST consult a Financial Aid staff member before submitting the form to the Refund Appeals Committee as federal regulations may apply to your account. Failure to obtain the signature of a Financial Aid staff member on this form will result in your tuition refund appeal being denied.
4. Appeals for Spring 2015 courses will only be considered if submitted by Wednesday, February 4, 2015.
5. Appeals for extension courses (Summer, Winter, and College by Design sessions and Continuing Education non-credit courses), must be submitted within 10 calendar days from the start date of the class.

Complete the information requested below. Gather supporting documentation and attach to this form. *(Requests will not be considered without appropriate supporting documentation)*

**PLEASE PRINT CLEARLY**

NAME: ___________________________________________ DATE: __________

NO. & STREET ___________________________________ TOWN _______ STATE ____ ZIP ______

PHONE NUMBER: __________________________ STUDENT ID: @ ________________ SEMESTER: __________

EMAIL: __________________________________________

CRN/Course: ___________________________ CRN/Course: ___________________________

CRN/Course: ___________________________ CRN/Course: ___________________________

CRN/Course: ___________________________ CRN/Course: ___________________________

REASON: __________________________________________

I receive Financial Aid  □ YES □ NO  If yes, the student must obtain the signature of a Financial Aid staff member before submitting this form or appeal will not be considered.

_________________________________________ DATE: __________

Financial Aid Officer signature

_________________________________________ DATE: __________

Student signature

*The Refund Appeals Committee meets twice per month. You will receive a written response notifying you of the outcome. Forms without documentation will not be considered. Mail to or drop off at: Refund Appeals Committee Manchester Community College Registrar’s Office, MS 13 Great Path, P.O. Box 1046 Manchester, CT 06045-1046*

**FOR OFFICE USE ONLY**

DATE: __________ ADJUSTMENT __________ DENIED: __________ RESPONSE: __________

Revised 3.11.15