

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You may still owe a balance on your Installment Plan even though you have reduced your course load or withdrawn.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.



Refund Policy Appeal Form

Complete the form below only if you are seeking an exception to the MCC Refund Policy

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 all courses must be submitted within 10 calendar days from the start date of the class to be considered. 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.

Financial Aid Officer signature DATE: _____

Student signature DATE: _____

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: _____