



Registrar's Office Refund Appeal

Important: Complete this form only if you are seeking an exception to the MCC Refund Policy. The Refund Appeal Form is intended to extend the refund period for a limited 10-day period for students experiencing extraordinary circumstances. No refunds and appeals will be considered after the 10-day extension period.

Appeals will only be considered for the following extraordinary circumstances: severe illness or medical emergency (a doctor's note is required), military transfer (a copy of the transfer orders is required) or administrative error (provide documentation to support your request). The following circumstances will NOT be considered: change of employment situation, misunderstanding of start date or dates of class, misunderstanding of registration process, 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: Read the Refund Policy and determine if you meet the guidelines. If you meet the guidelines, you must withdraw from course(s) prior to submitting an appeal. Appeals for fall, spring and extension courses (summer, winter and accelerated sessions and Continuing Education non-credit courses) must be submitted within 10 calendar days from the start of the class. Provide all information requested below and attach supporting documentation. Forms without documentation will not be considered. Sign, date and submit in person to the Registrar's Office, SSC L157, or mail to Refund Appeals Committee, Registrar's Office MS #13, Manchester Community College, P.O. Box 1046, Manchester, CT 06045-1046. The Refund Appeals Committee meets twice per month. You will receive a written response notifying you of the outcome.

STUDENT INFORMATION

First Name	MI	Last Name	Banner ID Number	
Mailing Address				
City			State	Zip
Semester and year (please check only one): <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____ <input type="checkbox"/> Other _____				
Phone Number		Email Address		

LIST COURSES AND REASON FOR REFUND EXEMPTION

CRN/Course	CRN/Course
CRN/Course	CRN/Course
CRN/Course	CRN/Course
Reason (Please attach supporting documents; requests will not be considered without appropriate documentation.)	

SIGNATURES

Are you a receiving financial aid? (please check only one): <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you MUST obtain the signature of a Financial Aid staff member before submitting this form or appeal will not be considered. Please consult financial aid staff as federal regulations may affect your account.
Financial Aid Staff Signature	Date
Student Signature	Date

FOR OFFICE USE ONLY

Date: ____/____/____ Adjustment: _____ Denied: _____ Response: _____



Withdrawal and Refund Policy

General Fund Withdrawal policy (15-week Courses)

During the first 14 calendar days of the semester, courses that a student drops or for which a student receives a refund will be removed from the student's schedule and will not appear on his/her transcript. After 14 days, a student who wishes to withdraw from any course must obtain a withdrawal form from the Registrar's office. After the official withdrawal date, a student who wishes to withdraw from a course(s) must obtain an Instructor Approval Course Withdrawal form from the Registrar's office or academic division offices. A request for a withdrawal after the official withdrawal date does not guarantee an approval. This form must be approved by the instructor and returned to the Registrar's office by the last day of classes. For specific dates, please see *Important Dates* on page 3 of the *Enrollment Guide*.

Tuition, Supplemental and Material Fees

- If you officially drop prior to the 1st day of the semester – 100 percent refund
- If you officially drop on the 1st day of the semester through the 14th calendar day – 50 percent refund
- If you officially drop/withdraw on the 15th day of the semester or later – no refund

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

College Service, Student Activity and Clinical Fees – No Refund.

Exception: Students may request a full refund of the clinical fee if they drop out of an allied health program entirely or are not enrolled in any credit courses at the end of the add/drop period.

No telephone requests for refunds will be taken.

Credit Extension Withdrawal Policy (Accelerated 3-, 6-, 8- and 12-week Courses)

A student who drops from a credit extension course will receive a full refund of tuition only, provided the student officially drops by the end of the last business day before the first class meeting or prior. If a student officially withdraws on the day of the first class meeting, there is no refund and the student will receive a "W" on their transcript (requests must be made by Friday for courses starting Saturday-Monday). When a student drops from a credit course, the college service fee and the one-time application fee for new students are non-refundable. No refunds will be issued after the allowable drop period; tuition cannot be transferred to other semesters.

Credit Extension Refund Policy (Accelerated 3-, 6-, 8- and 12-week Classes)

- If students officially drop on the last business day before the first class meeting or prior, 100 percent refund of tuition only. Requests for refund must be made by Friday for courses starting Saturday-Monday.
- If students officially withdraw on the day of the first class meeting or later, there will be no refund and the student will receive a "W" on his/her transcript.

For more detailed information, visit manchestercc.edu/refund-policy.

Other Non-Refundable Fees for General Fund and Credit Extension Courses

- Installment Plan
- Late Payment
- Transportation Fee (Fall and Spring Semesters)

Note:

1. It is the responsibility of each student to know and comply with the withdrawal policies and deadlines. Ignorance of policies or deadlines cannot be used as justification for a refund.
2. Refund policies assume that all charges have been paid in full prior to drop/withdrawal. In some cases, an account adjustment may not entitle a student to an actual refund.
3. Students are required to officially drop class(es) by the official deadline published each semester on page 3 of the Enrollment Guide.
4. Deadlines for accelerated sessions are based on the start date of courses and are adjusted appropriately.
5. Refund/returns of Title IV funds are made in accordance with applicable federal rules and regulations that take precedence over college refund policies.
6. Students receiving financial aid must consult with the Financial Aid office before dropping or withdrawing from a class.