



College Administrative Offices

REQUEST FOR AN ADJUSTMENT OF FINANCIAL LIABILITY (Policies, Procedures and Guidelines)

The college's Refund Policy states that students who officially drop from classes at the Registrar's Office or online during the first three weeks of a semester¹ will receive a refund of tuition and refundable fees as follows: 75% during the first week, 50% during the second week, 25% during the third week, and 0 beyond the third week (see catalog for details). Additional adjustments of financial liability are considered exceptions to this policy and, as such, will only be granted in accordance with the policies, procedures, and guidelines cited below.

- (1) Additional adjustments of financial liability will only be considered for a limited number of extenuating circumstances, and then only when the required documentation has been submitted (see attached).
- (2) Such adjustments of financial liability will not be considered for students who have attended classes beyond the midpoint of the semester, nor will requests be considered if they are filed more than 30 days following the end of the semester of withdrawal.
- (3) Students who satisfy the criteria and documentation requirements will be granted an adjustment of financial liability that **ranges from 25% to 100%** of tuition and refundable fees, **based on how long the student was able to attend classes** before withdrawing.²
- (4) Students who believe that their circumstances satisfy the guidelines described above should:
 - a. officially drop/withdraw from classes at the Registrar's Office or online (note that students who are unable to complete the withdrawal process should contact the Associate Dean for Student Affairs Office for assistance); and
 - b. complete the "Request for an Adjustment of Financial Liability" form and submit it, **with all required supporting documentation**, to the Office of the Associate Dean for Student Affairs.
- (5) **The decision of the Office of the Associate Dean for Student Affairs is final.**

Approved, January 29, 2002
President's Cabinet
Revised: July 24, 2013

¹ A corresponding period will be used for winter session and summer sessions.

² Students are eligible for a maximum of two adjustments under this policy, regardless of the circumstances.

**EXTENUATING CIRCUMSTANCES AND DOCUMENTATION REQUIRED
FOR AN ADJUSTMENT OF FINANCIAL LIABILITY**

Extenuating Circumstance	Documentation
<p>1. Military transfers, calls to active duty, or enlistment during a national emergency</p> <p>Note: excludes enlistment during a semester except as noted above</p>	<p>1. Official letter of notification</p>
<p>2. Death in the immediate family (i.e., parent, child, spouse)</p>	<p>2. Death certificate or obituary</p>
<p>3. Death of another relative which forces the student to assume additional responsibilities in the immediate family which preclude attendance at college for an extended period of time</p>	<p>3. Documentation of a relative's death plus third party documentation of additional family responsibilities</p>
<p>4. Serious unanticipated illness or injury or psychological problems which result in absence from the College for more than the equivalent of one week of class meetings during the semester</p> <p>Note: excludes minor illnesses</p>	<p>4. Doctor's letter on official letterhead with an original signature which includes diagnosis and period of time that student cannot attend college (prescription pads and electronic rubber stamp signatures will not be accepted)</p>
<p>5. Serious and unanticipated personal, family or financial difficulties (e.g., job loss, death, separation/divorce, abuse) which result in student being forced to assume significant new responsibilities that preclude attendance at college for an extended period of time</p> <p>Note: excludes job conflicts, change in work schedule, securing new employment, job transfers, transportation problems, general financial difficulties, etc.</p>	<p>5. Appropriate third party documentation of both the personal, family, or financial difficulties as well as new responsibilities that have been assumed</p>
<p>6. Administrative/college error</p> <p>Note: excludes complaints about course content, professors, or instructional methodology; and enrollment in an inappropriate course unless so advised by a SCCC official</p>	<p>6. Appropriate documentation of college error (Signed registration form, inaccurate SAIN report, counseling notes, etc.)</p>

The following information can be found on the SCCC website @ <http://www.sunysuffolk.edu/Student/Refund.asp>

Suffolk County Community College has a refund policy that conforms to the State University of New York's policy for community colleges. Generally speaking, students who withdraw from a course during the first three weeks of the fall or spring semester may be entitled to a partial refund of their tuition and any refundable fees. The date of official withdrawal will determine the percentage of tuition and fees refunded. Students must officially notify the college of their withdrawal by completing an **Add or Drop Form** in the campus **Registrar's Office**.

Important information about the Refund Policy

- Failure to attend classes, informing the instructor of withdrawal, or stopping payment on a check does not constitute either official notification to the college or withdrawal from your courses.
- Refunds are based on the length of classes and the date of the start of the semester by day or evening sessions in which the classes were taken.

For classes more than eight weeks in length or longer, the percentage of tuition and fees refunded is:

1. 100% - prior to the first day of the semester
2. 75% - during the first week of classes
3. 50% - during the second week of classes
4. 25% - during the third week of classes
5. 0% - after the third week of classes

For classes that last eight weeks or less, the percentage of tuition and fees refunded is:

1. 100% - prior to the first day of the session
2. 25% - during the first week of classes
3. 0% - after the first week of classes

The above schedules apply to credit and non-credit courses and programs given by the college.

- If you deferred payment of your tuition and fees through financial aid, loans, or another third party, then your 'refund' will actually be in the form of a reduction in your liability to the college.
- Certain fees are not refundable at any time. These include the Application Fee, Tuition Deposit, Placement Testing/Advisement Fee, Late Registration Fee, Returned Check Fee, Records Management Fee, and all Tuition Payment Plan Fees.
- Fees that are non-refundable on or after the first day of the session (semester) include the Technology Fee, Parking Sticker Fee, College Fee, Graduation Review Fee, Liability Insurance Fee, and Accident Insurance Fee.
- Fees that are partially refundable, according to the date of official withdrawal, include the Laboratory / Equipment / Special Program / Distance Education / Telecourse / Physical Education Service Fees.

Central Administration
533 College Road
Selden, NY 11784-2899
(631) 451-4112

Ammerman Campus
533 College Road
Selden, NY 11784-2899
(631) 451-4110

Michael J. Grant Campus
Crooked Hill Road
Brentwood, NY 11717-1092
(631) 851-6700

Eastern Campus
121 Speonk-Riverhead Road
Riverhead, NY 11901-3499
(631) 548-2500

**SUFFOLK COUNTY COMMUNITY COLLEGE
REQUEST FOR AN ADJUSTMENT OF FINANCIAL LIABILITY**

(Prior to completing this form, you must officially withdraw)

Directions: Complete all requested information, attach supporting documentation, and submit to the Office of the Associate Dean for Student Affairs.

Name: _____ ID#: _____ Phone: _____

Address: _____

1. Did you receive financial aid or a student loan? Yes _____ No _____
2. Did you officially withdraw from classes at the Registrar's Office? Yes _____ No _____
If 'Yes,' attach withdrawal form. If 'No,' please officially withdraw and attach form unless unable to do so.
3. Are you still registered for courses this semester? Yes _____ No _____

Please list the course(s) for which you are requesting an adjustment of financial liability.

<u>Sem/Yr</u>	<u>Campus</u>	<u>Catalog #</u>	<u>CRN #</u>	<u>Credits</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Briefly describe why you believe an adjustment of financial liability is warranted. Please type or print clearly. Attach all required supporting documentation.

Student Signature: _____ Date: _____

-For Office Use Only-

Financial Aid Review and Recommendation: _____

Final Determination: _____ Initials: _____ Date: _____

Official Withdrawal Date: _____



REFUND APPEAL POLICY

Acknowledgement Form

I agree to abide by the attached “Appeal to the Refund Policy” procedures and guidelines and understand that the decision of the Associate Dean for Student Affairs or his/her designee is final.

Student Signature

Date