

SUFFOLK COUNTY COMMUNITY COLLEGE

Policy Statement

Tuition Deposit RefundsBackground

This statement sets forth the policy of the College regarding Tuition Deposit Refunds as promulgated in the current College Catalog.

College personnel who have responsibility for the imposition, collection and/or refund of tuition deposits should be familiar with this policy statement.

Policy

Tuition deposits required of new full-time students are non-refundable. However, if a student chooses to withdraw prior to the completion of his registration, the tuition deposit will be held for up to one academic year from the semester for which the deposit was made. It may subsequently be applied toward tuition for any semester, intercession, or continuing education program in which the student registers within that academic year.

If the student does not register for a program of study within the academic year of the deposit, it will be considered forfeited by the student.

Exceptions to Policy

Exceptions to this policy will be considered on a case-by-case basis. Any exceptions must, of necessity, be well documented. The Dean of Students for each campus will process all requests for exceptions to this policy. After determining the circumstances of each request, the Dean of Students will make recommendations to the Dean of Financial Affairs on how a particular case should be resolved. Cases that cannot be mutually agreed upon will be referred to the Administrative Vice President for final disposition.

Office of Primary Responsibility

Administrative Vice President

Approved:

President Ammerman
Executive Vice President Kreiling

Date: May, 1979