



Category:  
Financial  
Student Affairs

Responsible Office:  
[University Controller](#)

**Policy Title:**

Refunds - Students Whose Programs Drop Below 12 Credit Hours

Document Number:  
7808

Effective Date:  
July 14, 1995

This policy item applies to:  
State-Operated Campuses

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**Summary**

A person registered and classified as a student, but whose program is curtailed for other than academic reasons and is allowed to carry a reduced program, may have his/her status changed to that of special student and shall be charged as outlined in this policy.

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**Policy**

**General**

**Board of Trustees Resolution No 63-21 reads in part:**

"....A person who registers and commences classes initially as a student, but whose program is later curtailed for academic reasons, does not change his/her status during that quarter or semester to that of special student...."

- "Curtailed for academic reasons" means that the college has advised the student to reduce his/her course load because of the possibility of failure.
- In those cases in which the program is curtailed for other than academic reasons, for example, if the student must work to stay in college and is allowed to carry a reduced program, the following policy shall apply.

**Guidelines**

A person who has registered and been classified as a student, but whose program is curtailed for other than academic reasons during the periods established under the Schedule of Tuition Liability (Refunds –Tuition and Fees), may have his/her status changed to a special student and shall be charged as follows:

- The number of credit hours remaining multiplied by the appropriate credit hour charge for special students; plus

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- The liability percentage as provided under the Schedule of Tuition Liability applied to the difference between the amount the person was originally charged as a student and the re-evaluated charges as a special student.

**Examples**

**Semester Student**

1	Tuition - Charge for New York State resident student enrolled in a program leading to a baccalaureate degree taking 13 undergraduate semester credit hours	\$2,175
STUDENT DROPS A 3 HOUR COURSE DURING 3RD WEEK		
2	Tuition charge as a New York State resident baccalaureate program special student for the remaining 10 semester credit hours (10 hours @ \$181.00 each).	\$1,810
3	Difference between amount originally charged as a student and the re-evaluated charges as a special student.	\$365
4	Liability percentage as provided by Schedule of Tuition during 3rd week.	50%
5	Tuition liability for difference between amount originally charged as a student and the re-evaluated charges as a special student.	\$182.50
6	Total tuition liability	\$1,992.50
7	Refund due student	\$182.50

**Quarter Student**

1	Tuition charge for New York State resident student enrolled in a program leading to a baccalaureate degree taking 13 undergraduate quarter credit hours.	\$1,450
STUDENT DROPS A 3 HOUR COURSE DURING 3RD WEEK		
2	Tuition charge as a New York State resident special student for the remaining 10 quarter hours (10 hrs. @ \$121.00 each).	\$1,210
3	Difference between amount originally charged as a student and the re-evaluated charges as a special student.	\$240
4	Liability percentage as provided by Schedule of Tuition during 3rd week.	70%
5	Tuition liability for difference between amount originally charged as a student and the re-evaluated charges as a special student.	\$168.00
6	Total tuition liability	\$1,378.00
7	Refund due student	\$72.00

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## Definitions

**Curtailed for Academic Reasons** - The college has advised the student to reduce his/her course load because of the possibility of failure.

**Special Student** - A special student at a campus operating on a semester basis is any person registered for fewer than 12 semester hours of work; or a student at a campus operating on a quarter basis registered for fewer than 12 quarter hours; or a student attending a summer session, which is not a regular quarter or semester.

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## Other Related Information

There is no related information relevant to this policy.

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## Procedures

There are no procedures relevant to this policy.

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## Forms

There are no forms relevant to this policy.

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## Authority

[Tuition, Fees and Charges \(8 NYCRR 302\)](#)

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## History

Amended - June 30, 2003

- Policy revised to reflect new tuition charges effective with the 2003 fall term.

Amended - July 14, 1995

- Policy revised to reflect new tuition charges effective with the 1995 fall term.

Amended - August 19, 1992

- Policy revised to reflect new tuition charges effective with the 1992 fall term.

Amended - June 17, 1991

- Policy amended to reflect new tuition charges effective with the 1991 fall term.

Amended - June 3, 1991

- Revised to reflect new tuition charges instituted with the 1991 spring term.

Amended - November 26, 1984

- Policy amended to reflect new tuition charges effective with the spring 1985 term and remove obsolete reference to the Regents Examination and Scholarship Center.

Amended - April 28, 1965

- Policy revised to indicate that the policy is to be used only if the student is not eligible for a State University Scholarship and the student has not been certified on an RESC voucher.
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**Appendices**

There are no appendices relevant to this policy.