



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.

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

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.

Other Related Information

There is no related information relevant to this policy.

Procedures

There are no procedures relevant to this policy.

Forms

There are no forms relevant to this policy.

Authority

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

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.