



Community College

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**Office of Finance and Business
Policies and Procedures Compendium**

Tuition Refund Policy

Related Department(s):

Bursar

Contact:

Bursar Office: 718.482.7226

Link(s):

<http://www.laguardia.edu/Bursars/Refund-Policy/>

Last Modified:

10/13/2016

Tuition Refund Policy

Tuition refunds are computed according to the date that the student drops one or more courses. Refunds are processed automatically by CUNY on a weekly basis. This does not include regular Title IV (PELL) disbursements. Non-instructional fees are non-refundable, except when courses are cancelled by the college or if the student enters Military, Peace Corps or Vista service.

Students who drop courses from their record during the Change of Program period are entitled to a refund according to the following schedule:

Refund Period for Fall & Spring 12-week Sessions *Please refer to the academic calendar for specific drop/withdrawal dates. Click Here for Academic Calendar	Tuition Refund	Tuition Obligation
Dropping course(s) BEFORE the official first day of classes.	100%	-0-
Dropping course(s) within six calendar days after the scheduled opening date.	75%	25%
Dropping course(s) between the 7th & 12th calendar days after the scheduled opening date.	50%	50%
Dropping course(s) between the 13th and 17th calendar days after the scheduled opening date.	25%	75%
Dropping course(s) beyond the 17th calendar day after the scheduled opening date.	-0-	100%

Refund Period for Fall & Spring 6-week Sessions *Please refer to the academic calendar for specific drop/withdrawal dates. Click Here for Academic Calendar	Tuition Refund	Tuition Obligation
Dropping course(s) BEFORE the official first day of classes.	100%	-0-
Dropping course(s) Within six calendar days after the scheduled opening date.	50%	50%
Dropping course(s) Between the 7th and 12th calendar days after the scheduled opening date.	25%	75%
Dropping course(s) Beyond the 12th calendar day after the scheduled opening date.	-0-	100%

Students who officially withdraw from a course after the above refund period will not be entitled to a refund. If the amount paid is less than the tuition (and/or tuition obligation) plus fees, you are responsible to pay the balance to the college.