

Purchase College State University of New York

# Student Financial Services

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## **Our Hours Today:**

9:00 am - 5:00 pm

# Refund Policy

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Fall & Spring

Housing & Meal Plans

Noncredit

Winter

Summer

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## Fall and Spring Credit Courses

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### **The last day to drop courses without any liability is:**

August 25th, 2019 for the Fall 2019 semester.

January 21st, 2020 for the Spring 2020 semester.

**This means that, if you reduce your number of credits below the full-time level of 12 credits or completely withdraw from the college after these dates above, you will be responsible for paying tuition and fees according to the schedule on this website.**

1. On or after August 26th, 2019 for the Fall 2019 semester
2. On or after January 22nd, 2020 for the Spring 2020 semester

This refund policy applies to all students regardless of the reason for withdrawal (personal, medical, academic, official withdrawal). **Students who, for disciplinary reasons, are dismissed from the college or removed from campus housing, are not entitled to a refund at any time**

**IMPORTANT:** Please also be aware of the other financial implications of withdrawing from the College (including taking a Leave of Absence) with regard to financial aid. Visit the **Title IV Return of Funds webpage**.

### Further information

The first day of classes as scheduled by the college shall be deemed to be the first day that classes are offered, as determined by the **academic calendar**.

Students who enroll for courses after the semester start date or start attending courses after the semester start date and then withdraw from courses are still responsible for paying tuition and fees in accordance with the tuition and fee liability schedule. The exception is for withdrawals from courses that are defined by the Office of the Registrar as late-start courses.

Federal law requires aid recipients to "earn" most of the aid they receive by staying enrolled in college at least half time. Students who withdraw prior to completing 60 percent of the semester for which they received federal student aid may be required to return some of the aid they were awarded. The law assumes that the student used the Title IV student aid (e.g., Subsidized and Unsubsidized Stafford Loans, Parent (PLUS) Loan or Perkins Loan) to pay their institutional charges - tuition, fees, residence hall room and board (meal plan), and other institutional charges. Thus, if the student withdraws prior to completing 60 percent of the semester for which they were awarded aid, the unearned portion of the aid must be returned to the federal government. Please review the **Title IV Return of Funds webpage, here**.

**REMEMBER:** You, the student, are responsible for knowing that you are registered for courses, what courses you are registered for, paying your billing statements in a timely fashion, and understanding and following the correct procedures to withdraw from courses.

<b>FALL 2019 REFUND SCHEDULE</b>			
<b>Period of Enrollment</b>	<b>Tuition Refund</b>	<b>Tuition Liability</b>	<b>Fees Liability</b>
Before Aug. 26	100%	0%	0%
Aug. 26–Sept. 2	100%	0%	100%
Sept. 3 – 6	70%	30%	100%
Sept. 7 – 13	50%	50%	100%

Sept. 14 – 20	30%	70%	100%
On or after Sept. 21	0%	100%	100%

**FALL 2019 “SHORT TERM” REFUND SCHEDULE**

Period of Enrollment	Tuition Refund	Tuition Liability	Fees Liability
Before Oct. 14	100%	0%	0%
Oct. 14 - 18	100%	0%	100%
Oct. 19 - 25	70%	30%	100%
Oct. 26 - Nov. 1	50%	50%	100%
Nov. 2 - 8	30%	70%	100%
After Nov. 8	0%	100%	100%

**SPRING 2020 REFUND SCHEDULE**

Period of Enrollment	Tuition Refund	Tuition Liability	Fees Liability
Before Jan. 22	100%	0%	0%
Jan. 22 – 28	100%	0%	100%
Jan. 29 – Feb. 4	70%	30%	100%
Feb. 5 – 11	50%	50%	100%
Feb. 12 – 18	30%	70%	100%
On or after Feb. 19	0%	100%	100%

**SPRING 2020 “SHORT TERM” REFUND SCHEDULE**

Period of Enrollment	Tuition Refund	Tuition Liability	Fees Liability

Before Mar. 9	100%	0%	0%
Mar. 10 - 14	100%	0%	100%
Mar. 15 - 21	70%	30%	100%
Mar. 22 - Mar. 28	50%	50%	100%
Mar. 29 - Apr. 4	30%	70%	100%
After Apr. 4	0%	100%	100%

## More Information

During 0% liability, refunds will be processed and charges removed for tuition and fees. After 0% liability, tuition will be prorated according to the schedule above, and all fees are due in full. After May 1st, Admissions/Enrollment and Housing Deposits will be forfeited. After 100% liability, a student is liable for tuition and all fees in full. Students who register for courses and who don't file the appropriate withdrawal or do not drop before the end of the first week of classes are liable for the charges outlined in the schedule.

## Permanent Separation from the College (matriculated students)

Please contact the Office of the Registrar to apply for a voluntary withdrawal or leave of absence. Students who, for disciplinary reasons, are dismissed from the college or removed from campus housing, are not entitled to a refund at any time. More information about the registrar's withdrawal and leaves policies is **available here**.

Students who take a medical leave of absence, personal leave of absence, or withdraw from Purchase College after the start of the semester will be entitled to earn a portion of their financial aid funds after a federal Title IV recalculation. This is a federally mandated policy that may require Purchase College to return federal financial aid funding. The amount is determined by the percentage a student is entitled to keep according to the policy.

### Read more about Federal Title IV Financial Aid Recalculation

#### **IMPORTANT: Nonrefundable Fees:**

Activity Fee, Admissions/Enrollment Deposit, Applied Music Fee, Athletic Fee, Campus Services Fee, College Fee, Health Fee, Lab (Course) Fee, Late Payment Fees, Late Registration Fees, Noncredit Registration Fee, Housing Deposit, Orientation Fee, Performance Lab Fee, Technology Fee, Time Payment Plan Application and Late Fee, Transportation Fee.

## Meal Plan Refunds

If a meal plan is cancelled by the quarter-point of the semester, September 20th, 2019 for the Fall 2019 semester and February 18th, 2020 for the Spring 2020 semester, a 50% refund will be issued. No refund (0%) will be issued after the quarter-point of the semester.

The last day to change your meal plan for Fall 2019: 9/4/2019

<b>Fall 2019</b>	
<b>Period of Enrollment</b>	<b>Refund</b>
Before Aug. 26	100%
Aug. 26 – Sept. 20	50%
On or after Sept. 21	0%

The last day to change your meal plan for Spring 2020: 1/29/2020

<b>Spring 2020</b>	
<b>Period of Enrollment</b>	<b>Refund</b>
Before Jan. 22	100%
Jan. 22 – Feb. 18	50%
On or after Feb. 19	0%

Students who are dismissed or suspended from the college or removed from campus housing for disciplinary reasons are not entitled to a refund at any time.

Students who are academically dismissed from the college are eligible for a refund of their housing deposit placed for the upcoming academic year.

## Housing Refunds

If a student cancels their room plan after they have moved in but before the quarter-point of the semester, September 20th, 2019, for the Fall semester and February 18th, 2020 for the Spring semester, a 50% refund will be issued. No refund (0%) will be issued after the quarter-point of the semester.

Please review the **2018-2019 Residence License Agreement**. Residents are responsible for all information outlines in this document. Visit the **Living on Campus web page** for more information on housing.

<b>Fall 2019</b>	
<b>Period of Enrollment</b>	<b>Refund</b>
Before Aug. 26 (if the student has not moved in)	100%
Aug. 26 – Sept. 19	50%
On or after Sept. 20	0%

<b>Spring 2020</b>	
<b>Period of Enrollment</b>	<b>Refund</b>
Before Jan. 22 (if the student has not moved in)	100%
Jan. 22 – Feb. 17	50%
On or after Feb. 18	0%

Students who are dismissed or suspended from the college or removed from campus housing for disciplinary reasons are not entitled to a refund at any time.

**Returning students who wish to withdraw *during* the semester or *before* the start of the upcoming semester:**

Please contact the Office of the Registrar to complete a Voluntary Withdrawal Form. This form is available for download on the Registrar's website:

**Leave of Absence/Withdrawal Form**

## **WINTER 2020 SESSION CREDIT COURSES**

<b>For Add/Drop or Withdrawal Forms Received</b>	<b>Tuition Refund</b>	<b>Tuition Liability</b>	<b>General Fees Liability</b>

Before Wednesday, Dec. 18	100%	0%	0%
Dec. 18 - Dec. 19	100%	0%	100%
Dec. 20 - Dec. 24	35%	65%	100%
On or after Wednesday, Dec. 25	0%	100%	100%

## **NONCREDIT TUITION REFUND SCHEDULE**

### **(including courses with noncredit options\*)**

\*Excluding the nonrefundable \$25 noncredit registration fee (per student)

\*\*If this falls on a weekend, written notice must be received by the close of business on the previous Friday.

<b>7 calendar days** before the 1st class session</b>	<b>100%*</b>
<b>6 or fewer calendar days** before 1st class session</b>	<b>50%*</b>
<b>During or after the 1st class session</b>	<b>0%</b>

**Refer to these program sites for separate information on nonrefundable tuition deposits and refund schedules:**

**Summer Youth & Precollege Programs: How to Register and Refund Policy and Schedule and Continuing Education Refund Policy**

## **Summer 2019 Credit Courses**

**Session I: June 3rd - June 28th (4 weeks)**

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<b>For Add/Drop or Withdrawal Forms Received</b>	<b>Tuition Refund</b>	<b>Tuition Liability</b>	<b>General Fees Liability</b>
Before June 3rd	100%	0%	0%
June 3rd - June 4th	100%	0%	100%
June 5th - June 7th	35%	65%	100%
On or After June 8th	0%	100%	100%

### Session II: June 3rd - July 31st (8 weeks)

<b>For Add/Drop or Withdrawal Forms Received</b>	<b>Tuition Refund</b>	<b>Tuition Liability</b>	<b>General Fees Liability</b>
Before June 3rd	100%	0%	0%
June 3rd - June 6th	100%	0%	100%
June 7th - June 13th	35%	65%	100%
On or After June 14th	0%	100%	100%

### Session III: July 1st - July 31st (4 weeks)

<b>For Add/Drop or Withdrawal Forms Received</b>	<b>Tuition Refund</b>	<b>Tuition Liability</b>	<b>General Fees Liability</b>
Before July 1st	100%	0%	0%
July 1st - July 2nd	100%	0%	100%
July 3rd - July 5th	35%	65%	100%
On or After July 6th	0%	100%	100%



## Previous semesters' refund policies

- **Fall 2009 Refund Policy**
  - **Spring 2010 Refund Policy**
  - **2010–11 Withdrawal and Refund Policy**
  - **2011–12 Withdrawal and Refund Policy**
  - **2012–13 Withdrawal and Refund Policy**
  - **2013–14 Withdrawal and Refund Policy**
  - **2014–15 Withdrawal and Refund Policy**
  - **2015 -16 Withdrawal and Refund Policy**
  - **2016-17 Withdrawal and Refund Policy**
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- **Summer 2017 Refund Policy**
  - **2017-18 Refund Policy**
  - **Summer 2018 Refund Policy**
  - **2018-19 Withdrawal and Refund Policy**

**Contact Us**

**Phone:** (914) 251-7000, opt. 2

**Email:** [financialservices@purchase.edu](mailto:financialservices@purchase.edu)

**Fax:** (914) 251-6356

**Fax:** (914) 251-6099

**Please be sure to include your Purchase ID (PID) number when contacting us.**