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Refund, Return of Aid, and Recalculation (Processes and Policies)

FINANCIAL AID REFUND POLICY:

Financial aid funds are received from various sources at different times. As soon as we receive your financial aid award, we will apply these award(s) to your account and produce a refund once any balance(s) in your account have been settled. Refunds will be mailed either to the mailing address (for commuters) or to an on-campus mailbox (for students on campus).

Students who should expect a refund this semester must complete the following (if applicable):

- Stafford Loan borrowers must complete the Master Promissory Note and Entrance Interview online at www.studentloans.gov.
- PLUS Loan borrowers should have completed the credit check form (which you can view at our [Forms Page](#)) and Master Promissory Note online at www.studentloans.gov.
- For Tuition Assistance Program (TAP) award recipients, please be advised that the award does not get disbursed until at least four weeks after the Add/Drop week. You must successfully complete your TAP application online through <http://www.hesc.com>.

For questions or concerns, please e-mail our office at financialservices@purchase.edu. Be sure to regularly check your Purchase College e-mail account for updates.

WITHDRAWAL- Policies and Procedures

The liability and refund policy is noted below. Students intending to withdraw from the College must comply with the following procedure. These steps are designed to ensure a smooth flow of information regarding a student's withdrawal and to minimize potential problems in the event of re-admission:

1. All required withdrawal forms must be submitted to the Office of the Vice President for Student Affairs before leaving the campus.
2. Purchase ID/MORE Card must be returned to the More Card Office.
3. Keys to residence hall rooms or apartments must be returned to the Office of Residence Life. All other keys must be returned to the appropriate building manager.
4. Refunds for housing assignments are based on the date that students vacate their housing assignment and return their keys. Refunds on meal plans are calculated from the date students return their identification card.
5. Students on academic probation at the time of withdrawal will have that status noted on their transcript.
6. Students who transfer to another college are required to withdraw from Purchase. Any matriculated student who does not register and does not notify the Office of the Vice President for Student Affairs of his or her withdrawal from Purchase will be administratively withdrawn by the registrar.
7. Withdrawal affects the repayment of educational loans and disbursements of student aid funds. Students who receive financial aid and/or have taken out educational loans must consult with the Office of Student Financial Services before withdrawing.
8. Academic dismissal will supersede any withdrawal.

This information is excerpted from the [Purchase College Catalog 2011-13](#).

Please note that a student's course registration means that the student assumes responsibility for paying all tuition and fees associated with the registration. If you do not properly withdraw from your registered courses, you will remain accountable for paying any tuition and fees associate to your registration. Absenteeism does not render a withdrawal.

PERMANENT SEPARATION FROM THE COLLEGE

Please contact the Office of Student Affairs or the Registrar to apply for a voluntary withdrawal or leave of absence. Students who withdraw from individual courses after the Add/Drop period (which is the first week of the semester) as well as students who, for disciplinary reasons, are dismissed from the college or removed from campus housing, are not entitled to a refund at any time. For more information about Student Affairs' withdrawal and leaves policies, [click here](#).

FALL 2011 TUITION SCHEDULE

Period of Enrollment	Tuition Refund	Tuition Liability	Fees Liability
On or before 08/28	100%	0%	0%
08/29 - 09/02	100%	0%	100%
09/03 - 09/09	70%	30%	100%
09/10 - 09/16	50%	50%	100%
09/17 - 09/23	30%	70%	100%
09/24 to -----	0%	100%	100%

SPRING 2012 TUITION SCHEDULE

Period of Enrollment	Tuition Refund	Tuition Liability	Fees Liability
On or before 01/24	100%	0%	0%
01/24 - 01/31	100%	0%	100%
02/01 - 02/07	70%	30%	100%

02/08 - 02/14	50%	50%	100%
02/15 - 02/21	30%	70%	100%
02/22 to -----	0%	100%	100%

Tuition is non-refundable for students who withdraw from individual courses after January 31st, 2012 and who are not applying for withdrawal from the college.

Non-refundable Fees:

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

Meal Plans:

If a meal plan is cancelled by the quarterpoint of the semester, February 21st, 2012, a 50% refund will be issued. No refund (0%) will be issued after the quarterpoint of the semester. Furthermore, students who are dismissed from the college or removed from campus housing for disciplinary reasons are not entitled to a refund at any time.

Housing:

If a student cancels their room plan after they have moved in but before the quarterpoint of the semester, February 21st, 2012, a 50% refund will be issued. No refund (0%) will be issued after the quarterpoint of the semester. Students who are dismissed from the college or removed from campus housing for disciplinary reasons are not entitled to a refund at any time.

Refund Policy for First Time Purchase College Students

A prorated policy will apply only to Federal Title IV Financial Aid recipients who are attending Purchase College for the first time and who withdraw from all registered classes during the initial 60% of the semester. If you do not plan on attending Purchase College upon admission, please contact the Admissions Office to complete the Voluntary Withdrawal Form.

Returning Students who wish to Withdraw *during the Semester or prior to the Start of the Upcoming Semester:*

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

[Download the "Application for Leave of Absence or Withdrawal from the College" form](#)

Please click here to view our prior semesters' refund policies:

- [FALL 2009 REFUND POLICY](#)
- [SPRING 2010 REFUND POLICY](#)
- [2010 - 2011 Withdrawal and Refund Policy](#)