

Purchase College State University of New York

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# Student Financial Services

• **Our Hours Today:**

8:30am - 4:00pm - Summer Hours ☀

## Refund Policy

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**You the student, are responsible for knowing what courses you are registered for courses, paying your billing on time, understanding the refund policy and follow the correct procedures to withdraw from courses.**

**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 (suspended or expelled) from the college or removed from campus housing, are not entitled to a refund at any time.**

**Start of classes**

**Start of classes**

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.

## **Leaves or Withdrawals and Federal financial aid**

### **Leaves or withdrawals**

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 detailed below.

### **Federal Financial aid**

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**.

## **Late fees are non- refundable**

- Late payment fees
- Late registration ( add/drop) fees
- Payment plan enrollment and late fees

## Fall 2023

### Last day to drop without liability: September 4th 2023

The last day to drop without liability is September 4th 2023. If you reduce your number of credits below the full-time level of 12 credits or completely withdraw from the college after this date, you will be responsible for paying tuition and fees according to the schedules below.

During 0% liability, refunds will be processed and charges removed for tuition and fees. After 0% liability, tuition and fees will be prorated according to the schedules below.

Please click on the Housing link for room liability dates and Meal Plan for board liability dates.

### Deposits

**Deposit Type:**

**Admissions**

**Refundable Until:**

May 1, 2023

**Deposit Type:**

**Housing**

**Refundable Until:**

May 1, 2023

After these dates the Admissions/Enrollment and Housing Deposits will be forfeited.

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

**Tuition and Fees****Full semester****Period of Enrollment:**

Aug. 28–Sept. 4

**Tuition and Fees Refund:**

100%

**Tuition and Fee Liability:**

0%

**Period of Enrollment:**

Sept. 5 – Sept. 8

**Tuition and Fees Refund:**

70%

**Tuition and Fee Liability:**

30%

**Period of Enrollment:**

Sept. 9 – 15

**Tuition and Fees Refund:**

50%

**Tuition and Fee Liability:**

50%

**Period of Enrollment:**

Sept. 16– 22

**Tuition and Fees Refund:**

30%

**Tuition and Fee Liability:**

70%

**Period of Enrollment:**

On or after Sept. 23

**Tuition and Fees Refund:**

0%

**Tuition and Fee Liability:**

100%

**Short Term****Period of Enrollment:**

Oct. 02 - Oct. 20

**Tuition and Fees Refund:**

100%

**Tuition and Fee Liability:**

0%

**Period of Enrollment:****Oct. 21 - 27****Tuition and Fees Refund:**

70%

**Tuition and Fee Liability:**

30%

**Period of Enrollment:****Oct. 28 - Nov. 3****Tuition and Fees Refund:**

50%

**Tuition and Fee Liability:**

50%

**Period of Enrollment:****Nov. 4 - 10****Tuition and Fees Refund:**

30%

**Tuition and Fee Liability:**

70%

**Period of Enrollment:****On or after Nov. 11****Tuition and Fees Refund:**

0%

**Tuition and Fee Liability:**

100%

## Meal Plan

If a meal plan is cancelled by the quarter-point of the semester, September 6th, 2023 for the Fall 2023 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 2023: 9/6/2023

**Period of Enrollment:**

Before Aug. 27

**Refund:**

100%

**Period of Enrollment:**

Aug. 28 – Sept. 22

**Refund:**

50%

**Period of Enrollment:**

On or after Sept. 23

**Refund:**

0%

## Housing

If a student cancels their room plan after they have moved in but before the quarter-point of the semester, September 22nd, 2023, a 50% refund will be issued. No refund (0%) will be issued after the quarter-point of the semester.

Please review the **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.

**Period of Enrollment:****Before Aug. 27 (if the student has not moved in)****Refund:**

100%

**Period of Enrollment:****Aug. 28 – Sept. 22****Refund:**

50%

**Period of Enrollment:****On or after Sept. 23****Refund:**

0%

## Spring 2024

**Last day to drop without liability: January 26th 2024**



The last day to drop without liability is January 26th 2024. If you reduce your number of credits below the full-time level of 12 credits or completely withdraw from the college after this date, you will be responsible for paying tuition and fees according to the schedules below.

During 0% liability, refunds will be processed and charges removed for tuition and fees. After 0% liability, tuition and fees will be prorated according to the schedules below.

Please click on the Housing link for room liability dates and Meal Plan for board liability dates.

## Tuition and Fees

### Full semester classes

**Period of Enrollment:**

Jan. 22 - 26

**Tuition and Fees Refund:**

100%

**Tuition and Fee Liability:**

0%

**Period of Enrollment:**

Jan. 27 - Feb 2

**Tuition and Fees Refund:**

70%

**Tuition and Fee Liability:**

30%

**Period of Enrollment:**

Feb. 3 - 9

**Tuition and Fees Refund:**

50%

**Tuition and Fee Liability:**

50%

**Period of Enrollment:**

**Feb. 10 - 16**

**Tuition and Fees Refund:**

30%

**Tuition and Fee Liability:**

70%

**Period of Enrollment:**

**On or after Feb. 17**

**Tuition and Fees Refund:**

0%

**Tuition and Fee Liability:**

100%

## **Short Term classes**

**Period of Enrollment:**

**Feb. 26 - Mar. 18**

**Tuition and Fees Refund:**

100%

**Tuition and Fees Liability:**

0%

**Period of Enrollment:****Mar. 19 - 25****Tuition and Fees Refund:**

70%

**Tuition and Fees Liability:**

30%

**Period of Enrollment:****Mar. 26 - Apr. 1****Tuition and Fees Refund:**

50%

**Tuition and Fees Liability:**

50%

**Period of Enrollment:****Apr. 2 - 8****Tuition and Fees Refund:**

30%

**Tuition and Fees Liability:**

70%

**Period of Enrollment:****On or after Apr. 9****Tuition and Fees Refund:**

0%

**Tuition and Fees Liability:**

100%

## Meal Plan

If a meal plan is cancelled by the quarter-point of the semester, February 16th, 2024 for the Spring 2024 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 Spring 2024: January 31st 2024

**Period of Enrollment:**

**Before Jan. 22**

**Refund:**

100%

**Period of Enrollment:**

**Jan. 23 – Feb. 16**

**Refund:**

50%

**Period of Enrollment:**

**On or after Feb. 17**

**Refund:**

0%

## Housing

If a student cancels their room plan after they have moved in but before the quarter-point of the semester, February 16th, 2024 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 **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.

**Period of Enrollment:**

Before Jan. 21 (if the student has not moved in)

**Refund:**

100%

**Period of Enrollment:**

Jan. 22 – Feb. 16

**Refund:**

50%

**Period of Enrollment:**

On or after Feb. 17

**Refund:**

0%

## Winter 2024 Session Credit Courses

For Add/Drop or Withdrawal Forms Received:

On and Before Dec.22

Tuition and Fees Refund:

100%

Tuition and Fees Liability:

0%

<b>Dec. 23 - Dec.26</b>
35%
65%

<b>Dec.27 - Jan. 19</b>
0%
100%

- **\*A full refund will be issued if the College Cancels a course due to insufficient enrollment\***

## Non-Credit 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.
- 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**

<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>

## Summer 2023 Credit Courses

### Session I: June 5th - June 30th

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

<b>March- June 6th - last day to add/drop</b>
<b>100%</b>
<b>0%</b>

<b>June 7th - June 9th</b>
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35%
65%

On or After June 10th
0%
100%

## Session II: June 5th - August 1st

For Add/Drop or Withdrawal Forms Received
Tuition and Fees Refund
Tuition and fees Liability

March- June 7th - last day to add/drop
100%
0%

June 8th - June 14th
35%
65%



**On or After June 15th**

0%

100%

**Session III: July 5th - July 31st****For Add/Drop or Withdrawal Forms Received****Tuition and Fees Refund****Tuition and fees Liability****March-July 6th - last day to add/drop**

100%

0%

**July 7th - July 9th**

35%

65%

**On or After July 10th**

0%

100%

- **\*A full refund will be issued if the College Cancels a course due to insufficient enrollment\***

## Previous Semester's 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](#)
- [Summer 2017 Refund Policy](#)
- [2017-18 Refund Policy](#)
- [Summer 2018 Refund Policy](#)
- [2018-19 Withdrawal and Refund Policy](#)
- [2019-2020 Withdrawal and Refund Policy](#)
- [2020-2021 Withdrawal and Refund Policy](#)
- [2021-2022 Withdrawal and Refund Policy](#)
- [2022-2023 Withdrawal and Refund Policy](#)

## Contact Us

**Student Financial Services is located in:** Student Services Building, 1st floor

**In Person Hours:** Mon - Fri: 9am - 4pm

- **Phone:** (914) 251-6080
- **Fax:** (914) 251-6356  
**Fax:** (914) 251-6099
- [\*\*Secure Document Upload\*\*](#)

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

**Mailing Address:**

Student Financial Services

735 Anderson Hill Road

Purchase, NY 10577

**Please be sure to include your Purchase ID (PID) number when writing to our office.**