

# Tuition and Fee Refunds

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## FULL- AND PART-TIME PROGRAMS

All refunds are based on the official date of withdrawal. An application for refund of tuition must be made on the Withdrawal/Refund of Tuition Form provided in the Registration Center or in writing. No refunds will be permitted unless an official withdrawal form is submitted in the required time period. The date on which the Withdrawal/Refund of Tuition Form is received by the Registrar's Office is considered the official date of the student's withdrawal. The \$5 offsetting service fee is nonrefundable. Student health insurance is nonrefundable after the first day of the semester. Nonattendance in class or stop payment on a check is not considered an official withdrawal from the college. The student remains responsible for all tuition liabilities. Students receiving Title IV financial aid will be processed according to federal guidelines. The refund period terminates by the end of the third week of classes, in accordance with the following schedule:

Withdrawals	Refunds
Prior to the first day of semester	100% of tuition and fees**
Prior to the second week of semester*	75% of tuition and fees**
Prior to the third week of semester*	50% of tuition and fees**
Prior to the fourth week of semester*	25% of tuition and fees**
Thereafter	No refund

\* The first week ends on Sunday regardless of which day of the week classes begin.

\*\* The student health insurance fee is nonrefundable.

The refund schedule may change at the discretion of the college's Board of Trustees. Current refund schedules and amounts refunded are available at [fitnyc.edu/refunds](http://fitnyc.edu/refunds).

The refund process generally takes six to eight weeks after the semester begins. All credit card refunds are issued through the appropriate credit card carrier.

## SUMMER AND WINTER SESSIONS

The refund period terminates prior to the fourth scheduled session of the course, in accordance with the following schedule:

Withdrawals	Refunds
Prior to the first day of semester	100% of tuition
Prior to the second day of semester	75% of tuition
Prior to the third day of semester	50% of tuition
Prior to the fourth day of semester	25% of tuition
Thereafter	No refund

## HOUSING REFUNDS

Payment will be refunded in full if student's application for residence accommodation is not accepted.

No refund of payment will be made if students are directed by the college to vacate the premises before the departure date and relocate to other housing due to the students' violation of the residence contract.

If students' applications for residence accommodation are accepted and the students thereafter withdraw or are dismissed from the college or residence halls, or voluntarily change to accommodations not provided by the college before the departure date, a partial refund may be made as set forth below:

- 100% refund less a \$50 charge if withdrawal is completed with Residential Life more than seven days prior to first day of contract.
- 100% refund less a \$300 charge if withdrawal is completed with Residential Life less than seven days prior to first day of contract.

### **Room Portion**

Percentages to be refunded and charged on or before the contract week ending Saturday (5 pm):

<b>Contract Week</b>	<b>Refund</b>
First week of contract	75% refund (25% charge) of total room charges
Second week of contract	50% refund (50% charge) of total room charges
Third week of contract	25% refund (75% charge) of total room charges
Thereafter	No refund (100% charge) of total room charges
Meal portion	(Prorated on a weekly basis)

Refund policy applies even if student does not move into the residence halls.

If more than two students are required to occupy a room (i.e., designated triple rooms), there will be a reduction in room rental. Students receive a rebate after they have been contacted regarding a reduction in occupancy. This does not apply to suites or rooms that have two or four occupants for the academic year in Alumni Hall, Coed Hall, Nagler Hall, and Kaufman Hall.

Please note that tuition and fees for the 2014-2015 academic year may change.