



Fall Semester 2009 Tuition Refund Policy

Students who officially withdraw from the college or an individual course **by the end of the eighth (8th) calendar day** of the semester will receive a **100% refund** of tuition, less non-refundable fees. (Non-refundable fees are defined as advanced tuition deposit, application fee and orientation fee.) This policy applies to all semester lengths and alternative semester formats.

Students in classes which begin after the designated start of the semester (e.g. a mid-semester start) will have 8 calendar days from the start of that semester to withdraw for a full refund.

Exception: Students in courses that meet for two weeks or fewer must drop by the end of the **first day of the class** in order to get a **100% refund** of tuition.

Please also note *Non-Credit Workshops below.

Classes that begin the week of Aug. 31 – 16 weeks

- Tuesday, Sept. 8 – Last day to withdraw with a 100% refund. (No refund after Sept. 8)
- Wednesday, Nov. 4 – Last day to withdraw with a “W”
- Monday, Dec. 7– Last day to withdraw with a “WP/WF”

Classes that begin the week of Aug. 31 – 1st 8 Weeks

- Tuesday, Sept. 8 – Last day to withdraw with a 100% refund. (No refund after Sept. 8)
- Thursday, Oct. 1 – Last day to withdraw with a “W”
- Monday, Oct. 12 – Last day to withdraw with a “WP/WF”

Classes that begin the week of Sept. 28 – 12 Weeks

- Monday, Oct. 5 – Last day to withdraw with a 100% refund. (No refund after Oct. 5)
- Monday, Nov. 16 – Last day to withdraw with a “W”
- Monday, Dec. 7– Last day to withdraw with a “WP/WF”

Classes that begin the week of Oct. 26 Start – 2nd 8 Weeks

- Monday, Nov. 2 – Last day to withdraw with a 100% refund. (No refund after Nov. 2)
- Tuesday, Nov. 25 – Last day to withdraw with a “W”
- Monday, Dec. 7– Last day to withdraw with a “WP/WF”

***Non-Credit Workshops (Writing Workshop, Mathematics Workshop, Small Engine Repair, etc.)**

Students registered for workshops through System divisions of Community Education or Office of Workforce Development must withdraw in writing **at least three days prior to the first workshop session** in order to receive a **full refund** of tuition and fees.

All class withdrawals require that students submit an Official Withdrawal Form to the Registrar's Office.

(Forms are located in the Registrar's Office, or online at http://www.greatbay.edu/pdf/registrar/drop_add_2.pdf)