



Committee Meeting: Policy Committee	Date: December 7, 2022
Committee Chair: Melodie Baker	
New or Edited: Edited	

**POLICY NAME:** Tuition Liability and Refund

**POLICY TYPE:** Board

**SUBMITTED BY:** Office of the Registrar

**ISSUE OR STATEMENT OF PURPOSE:**

This policy is intended to create a reasonable time frame for tuition liability and refunds to former students.

**NEW OR EDITED POLICY:** Edited

**POLICY:**

**Student Tuition Liability and Refund Policy:**

Refunds of tuition and fees are based upon the student’s withdrawal and/or drop date. The student may drop online at [www.ecc.edu](http://www.ecc.edu) during the drop/add period or submit a drop/add form to the Registrar’s office. Once processed, Erie Community College is authorized to calculate the student’s liability and applicable refund per the schedule below. Refunds will be calculated based upon the date of withdrawal or drop as processed by the Registrar’s Office.

<b>SCHEDULE OF STUDENT TUITION LIABILITY</b>		
<b>Liability</b>	<b>Fall and Spring Semesters</b>	<b>Winter and Summer Sessions</b>
Prior to the First Day	0%	0%
*During 1 <sup>st</sup> Week	25%	75%
During 2 <sup>nd</sup> Week	50%	100%
During 3 <sup>rd</sup> Week	75%	100%
After 3 <sup>rd</sup> Week	100%	100%

\*The first week of the semester shall be deemed to start with the first calendar day of the College Semester and shall end on the 7<sup>th</sup> calendar day of the term. (Fall and Spring semesters only)

Full refunds may be granted for the following reasons:

1. Courses that have been cancelled by the college and result in a change in liability.
  2. A student that returns to military service or
  3. Enlists and is accepted into military service during the semester.
  4. Receives a change in student status through a decision of the college that affects the student’s liability.
- A student that is dismissed for an academic or disciplinary reason prior to the end of an academic term shall be liable for all tuition and fees for that term.



**POLICY NAME:** Tuition Liability and Refund - **Continued**

**Deceased Student Liability**

In the unfortunate event that a current student has died, once the college receives official notification, the student's record will be coded as such by the Director of Registration or designee. This must be confirmed through a death notice from the newspaper or by the parents or next of kin. The college will follow the prescribed determination of liability as is outlined in the regulations.

<http://ifap.ed.gov/fsahandbook/attachments/1516FSAHbkAppendixC.pdf>

- The college will subsequently relieve the deceased student of any liability remaining with the college and through the DEC screen the student will no longer receive mailings.
- The college will notify ASC of the student's death and any debt with them will be determined by ASC and Follett.
- Any refunds will be distributed to the deceased student's next of kin.

**Appeals**

Under no circumstances will a student's appeal be reviewed for liability if the student has received federal or state grants and did not complete the required course work. Appeals will only be reviewed if filed within one year after the term in question. Non-attendance in class, informing the instructor of a withdrawal, or stopping payment on a check does not constitute official withdrawal notification.

Students with overdue tuition and fees may be referred to a collection agency and will incur additional liabilities for all associated collection costs processes.

Students should allow at least six (6) weeks beyond the Liability/Refund Period for refund checks to be processed.

This policy corresponds to the Code of Standards and Procedures for Community Colleges operation under the program of the State University of New York (8, NYCRR 602.11)

**DOES IT SUPERCEDE A POLICY/WHICH ONE:** Yes, Tuition Liability and Refund policy Board approved October 26, 2017.

**POLICY COMMITTEE RECOMMENDED ACTION:**

Policy Committee recommends the Board of Trustees approve the Board policy under the Report of the Chair, Ad Hoc Committee Reports, and Policy Committee. This Policy supersedes all prior policies/procedures and practices related to Tuition Liability and Refund.



**POLICY NAME:** Tuition Liability and Refund – **Continued**

**POLICY COMMITTEE MEMBERS PRESENT:** Trustee Melodie Baker, Officer in Charge, Provost, and Executive Vice President Adiam Tsegai, AVP IRAAP Katherine Callesto, Vice President of Human Resources, Equity & Inclusion Cynthia Buckley, Vice President of Enrollment Management Erikson Neilans, Dean of Business and Public Services Juan Martinez, Comptroller Arta Pillana, College Senate President, and Associate Professor Colleen Quinn

**DATE OF BOARD APPROVAL:** December 15, 2022

**POLICY COMMITTEE TEAM FOLLOW-UP:**

Following Trustee approval, this Board policy will be included in the Erie Community College Board of Trustees Policy Manual.

**INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS:**

This policy corresponds to the Code of Standards and Procedures for Community Colleges operation under the program of the State University of New York (8, NYCRR 602.11). (See Exhibit attached)

The Policy has been reviewed and discussed at the Policy Committee meeting of December 7, 2022.

**History**

<b>Item:</b>	<b>Date:</b>	<b>Explanation:</b>
Edited Policy Adopted	December 15, 2022	
Policy Adopted	October 26, 2017	

**SUNY Erie Cross References**

<b>Policy Name or Procedure:</b>	<b>Where to find:</b>

**Next Steps**

Policy to be included in the College Catalog
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