

Important Information Concerning the Graduate Center Tuition Refund Schedule

You may be charged tuition if you drop courses on the first day of the semester or later. Consult the chart on the reverse side of this document to determine if you will incur a financial penalty should you drop courses on or after the first day of the semester. The CUNY Tuition Refund Schedule is also published in the Tuition and Fees Section of the [Graduate Center Bulletin](#) and the [Graduate Center Student Handbook](#). In addition, students are required to pay a fee each time they make certain program changes, on or after the first day of classes (except for students who only drop courses), based upon the official CUNY calendar.

Use the [SWAP function](#) if you are dropping a 3 credit course and adding a different 3 credit course in its place you must use the SWAP function to avoid possible financial penalty.



Use the SWAP function if you are dropping a 3 credit course and adding a different 3 credit course in its place you must use the swap function to avoid possible financial penalty.

Listed below are some examples of how dropping a course on the first day of the semester or later may have an impact on your tuition bill:

A Master's student enrolled in 9 credits drops a 3 credit course during the second week of the semester. The student would incur a financial penalty of 50% of tuition for the 3 credit course dropped (plus any University program adjustment fees) in addition to the tuition charged for the 6 credits of enrollment.

A Master's student paying out-of-state rates enrolled in 15 credits drops a 3 credit course on the first day of the semester. The student would incur a financial penalty of 25% of the tuition for the 3 credit course dropped in addition to the tuition charged for the 12 credits of enrollment.

A Level 1 Doctoral student paying out-of-state rates enrolled in 11 credits drops a 4 credit course during the third week of the semester. The student would incur a financial penalty of 75% of the tuition for the 4 credit course dropped.

During the third week of the semester a student drops a 2 credit course and then adds a 2 credit course later that day. The student will incur a tuition liability of 75% for the 2 credit course dropped and will incur an additional charge for the 2 credit course added later that day. **To avoid this you must use the SWAP function in self-service registration (see the figure above).**

Tuition Refund Schedule

Level 1 Out-of-State Doctoral Students, , Master's Students and Non-Degree Students*

	Drop All Courses	Drop Course(s) but still full-time	Drop below full-time
Prior to start of semester	100% refund	100% refund	100% refund
During first week of semester	75% refund or reduction in tuition charged	75% refund or reduction in tuition charged	75% refund or reduction in tuition charged
During second week of semester	50% refund or reduction in tuition charged	50% refund or reduction in tuition charged	50% refund or reduction in tuition charged
During third week of semester	25% refund or reduction in tuition charged	25% refund or reduction in tuition charged	25% refund or reduction in tuition charged

Level 1 In-State Doctoral Students, Master's Students and Non-Degree Students*

	Drop All Courses	Drop Course(s) but still full-time	Drop below full-time
Prior to start of semester	100% refund	No change in tuition	100% refund
During first week of semester	75% refund or reduction in tuition charged	No change in tuition	75% refund or reduction in tuition charged
During second week of semester	50% refund or reduction in tuition charged	No change in tuition	50% refund or reduction in tuition charged
During third week of semester	25% refund or reduction in tuition charged	No change in tuition	25% refund or reduction in tuition charged

Level 2 and 3 Doctoral Students*

	Drop All Courses	Drop Course(s) but still full-time	Drop below full-time
Prior to start of semester	100% refund	No change in tuition	No change in tuition
During first week of semester	75% refund or reduction in tuition charged	No change in tuition	No change in tuition
During second week of semester	50% refund or reduction in tuition charged	No change in tuition	No change in tuition
During third week of semester	25% refund or reduction in tuition charged	No change in tuition	No change in tuition

*Fees are not refundable once the semester begins