

## GC Compliance with University Refund Policies

From: Vin De Luca, Registrar

Dear Student:

Please be sure to consult the University Refund Policy prior to dropping any courses during the first 21 days (first 3 calendar weeks) of the semester as well as [Important Information Concerning the Tuition Refund Schedule](#) on the GC website.

<b>Refund Schedule for Fall and Spring Semesters</b>	<b>Tuition Refund</b>	<b>Tuition Liability</b>	<b>Refund of Fees</b>	<b>\$18 Program Adjustment Fee Charged if adding</b>
Drop course(s) before 1st Official Day of the Semester	100%	None	100%	No
Drop course(s) within 7th calendar days of opening date	75%	25%	None	Yes
Drop course(s) between 8th & 14th calendar days of opening date	50%	50%	None	Yes
Drop course(s) between 15th & 21st calendar days of opening date	25%	75%	None	Yes
Drop course(s) beyond 21st calendar days after opening date	None	100%	None	Yes

Keep in mind that your academic level, residency status and the sequence or timing of how you add and drop courses may have an impact on your tuition calculation. For example, since level 2 and level 3 students pay a flat rate tuition, the refund schedule would only be applicable to level 2 and level 3 student dropping all courses the first day of the semester or later.

Students in the following categories who reduce their credit load during the first 21 days of the semester will be charged a portion of the tuition for the dropped course(s) in accordance with the refund schedule:

- Level 1 doctoral students paying the out-of-state tuition rate.
- Level 1 doctoral students paying in-state tuition rate who are not enrolled full-time or who drop to below full-time during the first 21 days of the semester.
- Master's students paying out-of-state rates.
- Master's students paying in-state rates who are enrolled in less than 12 credits or drop to below 12 credits during the first 21 days of the semester.

In addition, students who switch courses must use the [SWAP function](#) once the semester has begun to minimize any financial penalty as a result of the add/drop transaction. The example below may help to understand how important it is to use the SWAP function in CUNYfirst once the semester has begun.

**EXAMPLE:**

STUDENT A is an MA student enrolled in MALS 70100, MALS 70200 and MALS 70300 (9 credits total). On the last day of the first week of the semester the student decides that it would be best to drop MALS 70300 and add MALS 70400. The student doesn't want to lose the seat in MALS 70300 if MALS 70400 is closed. This student therefore decides to add MALS 70400 but waits to drop MALS 70300 until the enrollment into MALS 70400 is successful. The add transaction is performed in the Student Center and the student is successfully enrolled in 12 credits. The student then drops MALS 70300 and is now enrolled in 9 credits. This student is billed for 9 credits (MALS 70100, MALS 70200 and MALS 70400) **PLUS 25% of the tuition for the dropped course** (MALS 70300). If the student had used the SWAP function to add/drop then no additional tuition would have been assessed and MALS 70300 would only have been dropped if the add was successful.

**Students avoid financial penalty by using the SWAP function when adding and dropping courses of equal credit value. Students dropping courses with credit value greater than the course to be added will still be charged tuition for the difference in credits in accordance with the tuition refund schedule.**

Feel free to contact this office if you have any questions.

Office of the Registrar

## Tuition Refund Schedule

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

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

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

### Level 2 and 3 Doctoral Students\*

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

\*Fees are not refundable once the semester begins