

**River Valley Community College**  
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## **REFUND / WITHDRAWAL POLICY** **SPRING SEMESTER 2009**

### **REFUND POLICY (Credit Courses):**

Students who officially withdraw from the college/institute or an individual course by the end of the eighth (8<sup>th</sup>) calendar day (***Tuesday, January 20***) of the semester will receive a 100% refund of tuition, less non-refundable fees. This policy applies to all semester length 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 the class to withdraw for a full refund. Exception: Students in courses that meet for two weeks or less must drop by the end of the first day of the class in order to receive a 100% refund. All Federal Title IV funds (i.e. Pell, SEOG, and Perkins Loan) are prorated and refunded according to the Rules and regulations mandated by the U.S. Department of Education.

*All refunds require that the student complete an official withdrawal/drop form.*

### **WITHDRAWAL FROM COURSES (Credit Courses):**

Students who drop a course or courses before or on the eighth (8<sup>th</sup>) calendar day (***Tuesday, January 20***) of the semester (or other prorated enrollment period) will be refunded 100%. (No refund after that time.)

### **Deadlines for Withdrawing from Courses (Spring Semester 2009) (NO REFUND):**

(Completed and signed Drop Form must be received in Registrar's Office. See pages 33-34 of the Student Handbook for course withdrawal policy.)

<u>Start Week</u>	<u>Duration</u>	<u>Deadline Date</u>	<u>Withdrawal Grade on/before Deadline</u>	<u>Withdrawal Grade after Deadline</u>
January 12	16 Weeks	March 25	W	WP or WF
January 12	8 Weeks	February 14	W	WP or WF
March 16	8 Weeks	April 18	W	WP or WF

(Deadlines for courses starting or ending beyond the usual semester dates will be adjusted.)

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### **Before you register, please read the following notice:**

*I understand that I must fulfill my financial obligation two weeks (December 29) before the first day of the semester or my registration will be voided and my classes deleted. I understand by registering for courses at RVCC, I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I understand that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also understand that I will be responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees under RSA 6:11, which will add significant costs to my account balance.*