

WITHDRAWAL & REFUND SCHEDULE FOR FALL 2017

Students may withdraw from courses through the Lion's Den (requires an RVCC Student ID Number and password) through the end of the specified withdrawal period. Students may also withdraw from courses by using the Add/Drop form available in the Student Enrollment Center or online at <http://commons.raritanval.edu>: go to Students → Registration → Refunds & Withdrawals; follow instructions on the Add/Drop form. The form may be submitted in person during regular business hours or faxed to the Student Enrollment Center at (908) 704-3442.

Students are not permitted to withdraw from Developmental Studies courses while maintaining registration in college-level courses. Exceptions may be granted only by consultation with an Academic Advisor or Counselor.

The amount of your refund depends on the date your drop/add form or online transaction is submitted to the Student Enrollment Center. Refunds are calculated at a rate less than 100% after the completion of the first five business days of the full term, or after the completion of a corresponding prorated period for other sessions or special late-starting modules or courses, as listed below.

WITHDRAWAL & REFUND SCHEDULES FOR FALL 2017:

FIRST 7 WEEKS - 1st half (9/06/17-10/24/17)

<u>Last day to withdraw:</u>	<u>to receive:</u>
September 8.....	100% refund
September 12.....	50% refund
September 12.....	without course on record
After September 12.....	No refund
October 10.....	a "W" grade
October 10.....	Change to an Audit with Instructor Approval
After October 10.....	No Withdrawals

FULL TERM – 14 weeks (9/06/17-12/16/17)

<u>Last day to withdraw:</u>	<u>to receive:</u>
September 12.....	100% refund
September 19.....	50% refund
September 19.....	without course on record
After September 19.....	No refund
November 17.....	a "W" grade
November 17.....	Change to an Audit with Instructor Approval
After November 17.....	No Withdrawals

12 WEEK SESSION - 12 weeks (9/20/17-12/16/17)

<u>Last day to withdraw:</u>	<u>to receive:</u>
September 26.....	100% refund
October 2.....	50% refund
October 2.....	without course on record
After October 2.....	No refund
November 17.....	a "W" grade
November 17.....	Change to an Audit with Instructor Approval
After November 17.....	No Withdrawals

SECOND 7 WEEKS - 2nd half (10/25/17-12/16/17)

<u>Last day to withdraw:</u>	<u>to receive:</u>
October 27.....	100% refund
October 31.....	50% refund
October 31.....	without course on record
After October 31.....	No refund
December 1.....	a “W” grade
December 1.....	Change to an Audit with Instructor Approval
After December 1.....	No Withdrawals

Fall 2017 Enrollment & Payment Calendar

April 3, 2017	In-person, mail and web registration for all students.
June 1, 2017	Financial Aid deadline for student applying for state aid.
August 7, 2017	Fall 2017 Tuition bills are due or payment plans must be submitted. After this date, bills are due at time of registration.
August 23, 2017	\$50 late registration fee begins for Full Term and First 7-Week Session.
September 6, 2017	Fall semester Full Term & First 7-Week Session classes begin.
September 6, 2017	\$50 late registration fee begins for 12-Week Session.
September 20, 2017	12-Week Session classes begin.
October 11, 2017	\$50 late registration fee begins for Second 7-Week Session.
October 25, 2017	Second 7-Week Session classes begin.