

WITHDRAWAL & REFUND SCHEDULE FOR SPRING 2018

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 add/drop 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 SCHEDULE FOR SPRING 2018:

FIRST HALF (first seven weeks) 1/22/18-3/10/18

<u>Last day to withdraw:</u>	<u>to receive:</u>
January 24.....	100% refund
January 26.....	without course on record
January 26.....	50% refund
After January 26.....	No refund
February 23.....	a "W" grade
February 23.....	Change to an Audit Grade with Instructor Approval
After February 23.....	No Withdrawals

FULL TERM (Fourteen weeks) 1/22/18-5/05/18

<u>Last day to withdraw:</u>	<u>to receive:</u>
January 26.....	100% refund
February 2.....	without course on record
February 2.....	50% refund
After February 2.....	No refund
April 6.....	a "W" grade
April 6.....	Change to an Audit Grade with Instructor Approval
After April 6.....	No Withdrawals

TWELVE WEEK SESSION (Twelve weeks) 2/05/18-5/05/18

<u>Last day to withdraw:</u>	<u>to receive:</u>
February 9.....	100% refund
February 15.....	without course on record
February 15.....	50% refund
After February 15.....	No refund
April 13.....	a "W" grade
April 13... Change to an Audit Grade with Instructor Approval	
After April 13.....	No Withdrawals

SECOND HALF (second seven weeks) 3/19/18-5/05/18

<u>Last day to withdraw:</u>	<u>to receive:</u>
March 21.....	100% refund
March 23.....	without course on record
March 23.....	50% refund
After March 23.....	No refund
April 20.....	a "W" grade
April 20... Change to an Audit Grade with Instructor Approval	
After April 20.....	No Withdrawals

CAREER PROGRAM (Seventeen weeks) 1/2/18-5/10/18

<u>Last day to withdraw:</u>	<u>to receive:</u>
January 10.....	100% refund
January 19.....	without course on record
January 19.....	50% refund
After January 19.....	No refund