



OVERVIEW: This link explains the refund schedule and process, the percentage of refund allowed each week and a link to the Office of Student Accounts for further details.

OFFICE/DEPARTMENT RESPONSIBLE: Student Accounts and Registration and Records

DATE UPDATED: July 2008

REFUNDS

All tuition and fee refunds are effective on the date the student successfully processes the schedule adjustment online or on the date it is received in the Office of Registration and Records. Refunds for undergraduate students who will be separating from the College will be processed as of the date the appropriate paperwork is received by the Office of Academic Advisement.

Students dropping below full time or withdrawing from school who receive financial aid may have a portion of their refund returned to the program providing the aid. Additionally, financial aid funds actually given to students may have to be repaid in accordance with federal regulations. Details are available in the Office of Financial Aid. Federal refund/repayment regulations mandate specific refund/repayment formulas in these instances. Actual examples of refunds and tuition calculations are available on the Office of Student Accounts web site at www.brockport.edu/bursar/bill-pay-refund/refund_calculations/htm.

Tuition and Fee Refunds

The following is the refund policy established for tuition, BSG, athletic technology and health fees.

Courses Dropped	Refund
1 st week	100 percent
2 nd week	70 percent
3 rd week	50 percent
4 th week	30 percent
5 th week	No refund

Amounts less than \$5 are refunded by request only. The College Refund Committee considers cases in which students must drop or withdraw from courses for reasons beyond his/her control and in cases of extreme financial hardship due to non-refund. Any petitions for refunds, along with supporting documentation, must be forwarded in writing to: Chairperson, College Refund Committee, SUNY College at Brockport, 350 New Campus Drive, Brockport, NY 14420. Any

such petition should be made as soon as possible. No money is refunded unless the petition for refund is made within one year after the end of the term for which the tuition was paid.
