

POLICY STATEMENT

Should a student decide not to attend SUNY Maritime College, it is their obligation to officially withdraw. Non-attendance of classes does not classify as an official withdrawal and does not relieve the student of the financial obligation or entitle the student to a refund. The process of withdrawing from the college is a formal procedure which the student has the responsibility to initiate. A student withdrawing shall be responsible for payment of tuition and fees in accordance with the Tuition & Fee Refund Schedule. The date recorded by the Registrar's Office will be used as the official withdrawal date for tuition adjustment purposes.

PROCEDURES

Tuition and Fees Liability/Refund Schedule

The Tuition Liability/Refund Schedule below indicates 0% liability is for the first week of classes only. The first week of classes is defined as the first seven calendar days of the semester. During 0% liability, refunds will be processed and charges removed for tuition and all fees. After 0% liability, tuition and fees will be prorated according to the schedule below. Meal plan refunds are prorated by the day.

After 100% liability, a student is liable for tuition and fees in full. Students who register for courses and who do not file the appropriate withdrawal or do not drop before the end of the fourth week of classes are liable for their full charges. Refunds will not be made to students who do not attend classes and have not completed the required withdrawal procedure. No refunds be issued until after the drop/add period. The academic drop deadline is not related to the deadlines for determining tuition liability.

Tuition and Fees Liability and Refunds for 15-Week Semester

Courses dropped during the	Tuition & Fees Refund	Tuition & Fees Liability
1st week	100% refund	0% liability
2nd week	70% refund	30% liability
3rd week	50% refund	50% liability
4th week	30% refund	70% liability
5th week	0% refund	No refund

Tuition and Fees Liability and Refunds for Online 8-Week Semester

Courses dropped during the	Tuition & Fees Refund	Tuition & Fees Liability
1st week	100% refund	0% liability

2nd week	40% refund	60% liability
3rd week	20% refund	80% liability
4th week	0% refund	No refund

Return of Federal Financial Aid Policy

Federal law mandates how a school must compute the amount of federal financial aid that a student earns if he/she withdraws (officially or unofficially), takes a leave of absence, drops out of school, or is dismissed prior to completing more than 60% of the semester. Specifically, the amount of federal financial aid that the student earns is based on the percentage of the semester completed. All unearned federal financial aid must be returned. Careful consideration should be given to the financial ramifications of separating from the college prior to completing 60% of the semester. Visit our website for additional information on the [Return of Federal Financial Aid](#) policy.

Statement of Student Responsibility

Students themselves whether new, visiting, returning or continuing are responsible for reviewing, understanding, and abiding by the College's regulations, procedures, requirements, and deadlines as described in all official publications.