

19 Refunds and Repayments

When a student withdraws from classes, he/she may be entitled to receive money back that had been paid to the college. The College may be able to refund all or a portion of the tuition, fees, housing costs, etc. the student paid. If the tuition, fees, housing costs, etc. were paid with financial aid dollars, then all, or a portion, of the student's refund must be returned to the student aid programs from which the money was awarded. A student who receives a cash disbursement to assist with living expenses and then withdraws, drops out, or is expelled, may be required to repay money to the aid programs from which the money was awarded. The College has designed the following policies and procedures to ensure proper accountability when a student leaves the college.

In accordance with Federal regulations the withdrawal policy set by the School states that students receiving Federal Title IV aid (Pell and SEOG Grants, Federal Work Study, Perkins and Stafford loans) are entitled to a refund (reduction of tuition and fees) for the portion of the period of enrollment remaining on the last recorded day of attendance, if the student separates from the school within the first five weeks of school. There is no refund eligibility after the end of the fourth week of classes. A student who has federal aid is entitled to keep all aid awarded if his/her withdrawal date on or after sixty percent of the semester has been completed. A student receiving a NYS Tap Grant is entitled to keep that grant if he/she withdraws after he/she has reached full tuition liability, i.e., if he/she withdraws after the end of the fourth week of classes.

Students may apply for a tuition (fees are non-refundable) adjustments/credits if they drop or withdraw from a course prior to or during the refund period. A drop refers to the student notifying the College in writing of his/her intent not to attend a course prior to the start of the course. An official drop releases the student from any tuition liability. Notification (in writing) received by the College after the start of the registered course (s) is considered a withdrawal and adjustments/credits in tuition are as follows:

19.1 Refund Policy for all Students

When a student withdraws on or after the first day of classes during a semester, the College will refund the student's account according to its official refund policy.

Withdrawal in the:

First week of classes:	100 % tuition refunded
Second week of classes:	70% tuition refunded
Third week of classes:	50 % tuition refunded
Fourth week of classes:	30 % tuition refunded
Fifth week of classes:	0% tuition refunded

Board is prorated and refunded on a weekly basis

Room and Fees are not refunded after the first week of classes.

19.2 Return of Title IV Funds Policy

The refund policy reflects the standards of the school's accrediting agency and State law. The date used to calculate the refund is determined as follows:

1. In the case of a student who officially withdraws, the date of the withdrawal.
2. In the case of a student who unofficially withdraws, the drop out date is the last recorded date of class and/or regimental attendance as documented by the institution. The Registrar's Office is responsible for determining and documenting the last day of attendance.
3. In the case of a student who is expelled, the date of expulsion.

19.3 Refund Policy for Financial Aid Recipients

Institutions are required to have a fair and equitable refund policy for students who receive financial aid. Students receiving financial aid assistance are subject to the Federal Return of Funds Policy.

19.3.1 Refund Policy for Title IV Recipients

A portion of the refund will be returned to the programs from which the student was funded for students who received any Title IV funds (other than the FWSP), if the student withdraws before reaching the 60% in the semester.

19.4 Tuition Refund Schedule

Date of Notification by the Registrar's Office prior to the official opening date of the semester, and within the first week of the official opening date of the semester	% of Tuition Credit
	100
Within the second calendar week after the official opening date of the semester	70
Within the third calendar week after the official opening date of the semester	50
Within the fourth calendar week after the official opening date of the semester	30
Within the fifth calendar week after the official opening date of the semester	0

19.5 Distribution of Student Refunds

Maritime's refund and repayment policies are disseminated to students by the Office of Student Accounts.

Refund Check Policy:

Refund checks are cut upon overpayment of financial aid, lockbox, payments.

Refund checks are cut on Tuesday of every week starting the 2nd week of the semester.

Checks are available to be picked up by students on Friday of each week and are held for two weeks in Enrollment Services.

Checks that are not claimed within two weeks are then mailed to the student's home address on file.

If a student's address is wrong in the system, it needs to be updated with the Registrar's Office.

An email is sent to the student's school email letting him/her know when a refund check is ready.

Students can also see a credit on their student account if a refund has been created by logging in to the online registration system and entering their ID# and PIN.