



Tuition and Fee Refund

Policy EM004

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Responsible Administrator: Vice President for Enrollment Management and Student Success

Responsible Office: Enrollment Management and Student Success

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Policy Statement

It is the policy of the college to refund student tuition and fees if notified of a class change, or dropped classes, within an appropriate period of time. Courses dropped prior to the first day of the semester will have 100% of the tuition canceled. Courses dropped on or after the first day of the semester are subject to the refund schedules outlined in this policy, which govern the prorated cancellation of semester tuition charges in cases of program adjustment or withdrawal. Students with extenuating and documentable circumstances may submit an appeal to be considered for additional tuition refund. The refund appeals process is outlined in this policy.

Reason for the Policy

The purpose of this policy is to establish general guidelines for a tuition refund as well as ensuring that refunds are considered for students who have extenuating circumstances in accordance with the approved standards of the college.

Who is Responsible for this Policy

- Bursar's Administrative Office and Cashiering Operations
- Financial Aid Services
- Office of the Registrar

Who is Affected by this Policy

- All Students
- All Academic Departments
- All Student Service Departments

Principles

The Fashion Institute of Technology has established a tuition-refund policy that allows a refund of tuition and fees when students withdraw from FIT¹. When a student withdraws from a class or the college entirely, the length of the course and effective date of withdrawal determines course liability and any refund of paid tuition and fees. Students are liable for payment of tuition and fees up to the effective date of withdrawal.

¹ This policy does not apply to non-credit courses. For non-credit course refunds, please see [Precollege Refunds and Non-Credit Refund](#) process and form.

Drops and withdrawals can also impact financial aid and non-attendance in a class does not constitute official notification of withdrawal nor stop payment on a check. Neither action removes tuition liability. Student health insurance fees are non-refundable after the first day of the semester.

Tuition and fee refunds are based on the official date of withdrawal. No refunds will be permitted unless an official withdrawal form is submitted in the required time period through the Registrar's Office. The date on which the Withdrawal/Refund of Tuition Form is received by the Registrar's Office is considered the official date of the student's withdrawal. An offsetting service fee will apply and the \$5 charge is nonrefundable.

- **Refund Schedule**

The refund period terminates by the end of the third week of classes, in accordance with the tuition refund schedule:

- If the college cancels a course, 100% of tuition and refundable fees will be refunded.
- If the student drops a course in the first three (3) weeks of classes, the student will receive a percentage of tuition only (not fees), according to the tuition refund schedule below.

- **Fall & Spring Semesters**

Before official start date of the semester: 100 % (tuition & fees)

During the first week: 75% (tuition only)

During the second week: 50% (tuition only)

During the third week: 25% (tuition only)

After the third week: No Refund

- **Summer Semsters**

Before official start of the session: 100% (tuition and fees)

1st day of classes: 75% (tuition only)

2nd day of classes: 50% (tuition only)

3rd day of classes: 25% (tuition only)

4th class and beyond: No Refund

- **Winter Semester**

Before official start of the session: 100% (tuition and fees)

1st day of classes: 75% (tuition only)

2nd day of classes: 50% (tuition only)

3rd day of classes: 25% (tuition only)

4th class and beyond: No Refund

- **Non-Refundable Fees²**

All fees are NON refundable³:

- Offsetting service fee
- Health Insurance fee
- Health Services fee
- Late Registration fee
- Return Check fee
- Program Change fee
- Student Activity fee

² Non-refundable fees are subject to change without notice.

³ This list is not intended to be exhaustive. See <http://www.fitnyc.edu/2932.asp> for additional fees.

- **Financial Aid Title IV Refund**

Title IV Federal Financial Aid students who withdraw from the college prior to completing the first 60% of the semester will have their financial aid recalculated according to the Higher Education Amendments of 1998, 34 CFR part 668.22. Some grant recipients may owe repayment to both the institution and the Federal Government as a result of this recalculation. Students receiving Title IV financial aid will be processed according to federal guidelines. See www.fitnyc.edu/22153.asp for additional information.

Responsibilities

N/A

Procedures

- **Refund Process**

All refunds are based on the official date of withdrawal.

- An application for refund of tuition must be made on the Course Withdrawal/Refund of Tuition Form provided in the Registrar's Office or in writing.
 - No refunds will be permitted unless an official withdrawal form is submitted in the required time period.
 - The date on which the Withdrawal/Refund of Tuition Form is received by the Registrar's Office is considered the official date of the student's withdrawal.
 - Neither nonattendance in class nor stop payment on a check is considered an official withdrawal from the college. The student remains responsible for all tuition liabilities.

All credit card refunds are issued through the appropriate credit card carrier.

- **Financial Aid Title IV Refund Process**

If the student account reflects a credit balance as a result of financial aid funds applied to the student's account, the student should anticipate a refund within two weeks either via direct deposit to the student's checking or savings account; or a check sent to the permanent address FIT has on file. If the student signs up for an E-Refund, a direct deposit will be deposited to the student's checking or savings account. The student will receive an e-mail message at his/her FIT e-mail account when an E-Refund has been processed.

- **Refund Appeals Process**

- **Student Course Withdrawal**

In order to apply for an appeal, the student must have first dropped or withdrawn from the course(s) in question and submit the following to the Refund Appeals Committee:

- A detailed written statement describing the student's reason and justification for an appeal of the refund policy. This statement must specify the extenuating circumstance for the refund (see examples of extenuating circumstances).
- All refund appeals should be filed as soon as possible but no later than six months after the end of the academic term for which the appeal is being requested (see below).

- **Student Written Appeal**

After a withdrawal has been processed and the effective date established by the college, a student may submit a written appeal for removal or adjustment of tuition liability. Appeals

may be considered warranted under extraordinary and unusual circumstances that are beyond the control of a student. No money shall be refunded unless an application for a refund is made within six months after the end of the academic term for which the tuition was paid to the college. A written appeal to the Refund Appeal Committee with supporting documentation should be sent to:

Office of the Registrar

Attn: Tuition Refund Appeal Committee
27th Street and Seventh Avenue, C158
Fashion Institute of Technology
New York, NY 10001-5992

or scan and attach all supporting documents and submit to FIT_registrar@fitnyc.edu.

The following can be considered an exception to the refund schedule (documentation is required):

- Evidence of a call to active military duty
- Evidence of dismissal from the Fashion Institute of Technology prior to the start of an academic term
- Evidence of a concurrent registration at another State University of New York college
- Tuition and Fees collected in error or in excess of the required amounts (administrative error)
- Undue hardship that is out of the student's control, such as a medical incapacitation – such exceptions will be considered on a case-by-case basis (support documentation must be provided).

The following appeals for exception to the refund policy will NOT be approved:

- Dismissal for academic or disciplinary reasons
 - Dissatisfaction with a course's scheduled meeting time, location, content, or instructor's mode of instruction
 - Discontinued attendance or failure to attend a course at all
 - Lack of knowledge of the drop or withdrawal deadlines
 - Lack of sufficient resources to pay tuition
 - A pre-existing medical or mental health condition that began prior to the semester in which you withdrew
 - Registration for the wrong term or misreading the calendar outlining the start of courses
 - Failure to seek academic and financial advisement before registering for a course
 - Failure to follow college policies and procedures available for review within the college's handbook, catalog or official FIT website
 - Students whose accounts have been turned over for collection or are already in the collection process cannot appeal the refund policy
- **Student receiving Financial Aid Title IV**
- Refunds will be returned to the grant or loan programs as required by federal and state regulations.
 - Students who complete less than 60% of the term may owe a repayment to the college and/or the grant programs that provided the funding. If a tuition refund is granted creating a credit balance after the federal refund calculations, loan funds

used to pay for college charges will be returned to the lender to reduce the student's indebtedness.

- **Student with Extenuating Medical Circumstances**
Extenuating Medical Refund Appeals must be approved by the Refund Appeal Committee. A filed petition does not guarantee an approval.

Students requesting a refund based on extenuating medical circumstances must provide the following:

- Medical Refund Appeal Request Form. Under "Reason for Request" the student must write a personal statement on their own behalf to support their request. The personal statement must include the approximate dates of attendance and the last date of attendance for the semester. This form must be signed and dated by the student.
- Medical documentation. A letter from the student's Health Care Provider(s) (i.e., medical doctor, physician assistant or nurse practitioner) must be submitted to the Refund Appeal Committee. The note must include the nature of the illness/diagnosis, dates of the condition and its effect on the student's ability to attend classes during the semester for which the request is being submitted. Pre-existing conditions are not accepted unless unexpected circumstances occurred or symptoms exacerbated during the semester for which the appeal is being submitted.

Appeals with appropriate support documentation received by the close of business on the 15th of the month will be reviewed by the end of that month. Students will be contacted by email of the Committee's decision by the end of the month. All decisions made by the Refund Appeal Committee are final and no further appeals will be considered.

Violations

N/A

Related Policies

- [Withdrawing from the College](#)

Related Documents

- [Code of Standards and Procedures for Community colleges –SUNY \(8, NYCRR 602.11\)](#)
- [Course Withdrawal Form](#)
- [Fees](#)
- [Financial Aid Services](#)
- [Tuition and Fees](#)

Contacts

- **Office of the Registrar**
Feldman Center, Room C158
(212) 217-3820
fit_registrar@fitnyc.edu