Refund Policy

If the College cancels a course:
You may apply for a refund in the Office of the Registrar and will be granted a 100% adjustment of associated charges. These charges include tuition, and college service, supplemental, and material fees, but not the application fee.

Fall or Spring Semester:
• If you officially drop a course prior to the 1st day of the semester — 100% refund of tuition, laboratory, & studio fees.
• If you officially drop a course on the 1st day of the semester through the 14th calendar day — 50% refund of tuition, laboratory, & studio fees.
• If you officially drop/withdraw from a course on the 15th day of the semester or later — no refund

Summer & Winter Sessions (credit and non-credit courses)
• If you officially drop on the last business day before the first day of the session or prior — 100% refund tuition, laboratory, & studio fees.
• If you officially withdraw on the first day of the session or later — no refund.

Non-Refundable Fees
If you drop or withdraw from a course the following fees will not be refunded:

• College Service
• Student Activity
• Supplemental fee
• Application fee/Program enrollment fee
• Late registration fee
• Replacement of lost ID card fee
• Materials fee
• Academic evaluation fee
• Portfolio fee
• Proctoring fee
• Clinical program fee
• Manufacturing fee
• Installment plan fee

Policy Notes:
• Refund policies assume that all charges have been paid in full prior to drop/withdrawal. In some cases an account adjustment may not entitle student to an actual refund.
• Students are required to officially drop class(es) by the official deadline published each semester in the Enrollment Guide.
• Deadlines for Summer and Winter sessions courses are based on the start date of the session and not the start day of the course. These deadlines are adjusted appropriately.
• Refund/returns of Title IV funds are made in accordance with applicable Federal rules and regulations that take precedence over college refund policies.

Financial Aid/Loan Students
If you drop or withdraw, you may be subject to a financial aid award reduction or cancellation. This can result in you personally owing money to the College. Contact the Financial Aid Office at 203-575-8274 before reducing your course load.

Installment Plan Students
You may still owe a balance on your Installment Plan even though you have reduced your course load or withdrawn. Contact the Bursar’s Office at 203-575-8055 first to determine the effect on your balance.
Refund or Special Waiver Request Form

This form is for students who paid tuition in full and are requesting a REFUND, or who have paid only part of the balance or nothing and are therefore requesting a SPECIAL WAIVER to get some or part of the tuition waived.

1. Read the Refund and Withdrawal Policy. Determine if you meet these guidelines. If yes, then proceed.
2. You must withdraw from the course(s) prior to submitting an appeal.
3. FINANCIAL AID: If you have received financial aid, you MUST consult a Financial Aid staff member before submitting the form as federal regulations may apply to your account.

Important Information: All appeals must be submitted in writing and include student ID and contact information. Appropriate documentation must be attached to this form. A Refund or Special Waiver request will be considered only for the following:
- **Severe illness or medical emergency**: Doctor’s note required.
- **Military transfer**: A copy of the transfer orders is required.
- **Misadvisement**: Provide documentation to support your request.
- **Other/Special Circumstance**: Provide documentation to support your request.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, change in Financial Aid status, failure to qualify for financial aid, childcare issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

Complete the information requested below. Gather supporting documentation and attach to this form.
(Requests will not be considered without appropriate supporting documentation)

**PLEASE PRINT CLEARLY**

NAME: ____________________________ DATE: ____________________________

NO. & STREET____________________ CITY____________________ STATE______ ZIP _________

PHONE NUMBER:__________________ STUDENT ID: @ ________________ SEMESTER: ________________

EMAIL: ______________________________________

CRN/Course:________________________ CRN/Course:________________________

CRN/Course:________________________ CRN/Course:________________________

CRN/Course:________________________ CRN/Course:________________________

REASON: __________________________________________

__________________________________________________________

I receive Financial Aid  ☐ YES  ☐ NO  If yes, the student must obtain the signature of a Financial Aid staff member before submitting this form or refund request will not be considered.

__________________________________________________________ DATE: ____________________________

Financial Aid Officer signature

__________________________________________________________ DATE: ____________________________

Student signature

You will receive a written response notifying you of the outcome. Forms without documentation will not be considered. You can email NV-Records@nvcc.commnet.edu, fax (203) 575-8085, mail to or drop off at:

Naugatuck Valley Community College
Office of the Registrar
750 Chase Parkway
Waterbury, Connecticut 06708

__________________________________________________________

FOR OFFICE USE ONLY

DATE: ____________________________ ADJUSTMENT: ____________________ DENIED: ____________________ RESPONSE: ____________________

LC/Effective 2/19/18