

# Dropping (or Withdrawing From) a Course

Students who officially withdraw from the College or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Classes that meet in a shorter format than the traditional semester will have 7 calendar days from the designated start of the alternative semester to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the holiday or weekend. Exception: Students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund. All refunds require that students complete an official withdrawal form.

Students registered for non-credit workshops must withdraw in writing at least three days prior to the first workshop session to receive a full refund of tuition and fees. In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credits to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization.

In accordance with Federal regulations, refunds for an amount less than \$1 (\$0.99 or less) will be forfeited.

Please download a tuition appeals request form if you would like to appeal your tuition: [Tuition Appeals Request](#).

**NOTE:** Tuition and fees are subject to change without notice. Applicants should check with the College for verification of current charges. All refunds require that the student drop the course in SIS within the allotted refund time.

## Withdrawal Policy for Credit Courses

A Withdrawal in SIS must be completed prior to the 60% point of the course's term. If the Withdrawal is completed in SIS after the refund period and before the 60% point of the course, no refund will be given and a "W" will be reflected on the transcript which does not impact GPA.

## Withdraw Pass/Withdraw Fail for Credit Courses

After withdraw deadline (60% point in a course) in order to withdraw, a [Withdraw Pass/Withdraw Fail Form](#) must be submitted through the college's website and a grade of Withdraw Pass (WP) or Withdraw Fail (WF) will be determined by the instructor. A WP grade does not impact GPA, a WF grade impacts GPA the same way an F would. This process can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

**\*\*Students are encouraged to note the specific dates for each course in which they are enrolled.\*\***

## Refund Policy for Non-Credit Courses

Students registered for workshops through the Office of Workforce Development must withdraw in writing at least three days prior to the first workshop session in order to receive a full refund of tuition and fees. Refunds are not prorated.

## Refund Process

Refunds (paid by check or cash) take approximately 7-10 business days to process and are mailed directly from Nelnet Business Solutions out of Charlotte, North Carolina. Checks cannot be picked up in the Business Office. Students may opt to sign up for direct deposit via their SIS. For direct deposit refunds please allow 3-5 business days for processing.

Credit card refunds are processed through the card information used for purchase. FACTS payment plans are the students' responsibility to cancel through the Business Office. Over payments on FACTS plans are sent to you at the end of the semester from the college.

---

Before you register, please read the following notice:

**I understand that I must fulfill my financial obligation two weeks before the first day of the semester, or my registration may be voided and my classes deleted. I understand by registering for courses at RVCC, I am financially obligated for ALL costs related to the registered course(s). I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance. (Effective 4-1-14)**