

River Valley Community College
(formerly New Hampshire Community Technical College – Claremont)
One College Drive Claremont, NH 03743-9707
(603) 542-7744 FAX: (603) 543-1844
310 Marlboro Street Keene, NH 03431
(603) 357-2142 FAX: (603) 357-0408

REFUND / WITHDRAWAL POLICY **FALL SEMESTER 2008**

REFUND POLICY (Credit Courses):

Students who officially withdraw from the college/institute or an individual course by the end of the eighth (8th) calendar day (*Tuesday, September 9*) of the semester will receive a 100% refund of tuition, less non-refundable fees. This policy applies to all semester length and alternative semester formats. Students in classes which begin after the designated start of the semester (e.g., a mid-semester start) will have 8 calendar days from the start of the class to withdraw for a full refund. Exception: Students in courses that meet for two weeks or less must drop by the end of the first day of the class in order to receive a 100% refund. All Federal Title IV funds (i.e. Pell, SEOG, and Perkins Loan) are prorated and refunded according to the Rules and regulations mandated by the U.S. Department of Education.

All refunds require that the student complete an official withdrawal/drop form.

WITHDRAWAL FROM COURSES (Credit Courses):

Students who drop a course or courses before or on the eighth (8th) calendar day (*Tuesday, September 9*) of the semester (or other prorated enrollment period) will be refunded 100%. (No refund after that time.)

Deadlines for Withdrawing from Courses (Fall Semester 2008) (NO REFUND):

(Completed and signed Drop Form must be received in Registrar's Office. See page 68 of Student Handbook for course withdrawal policy.)

<u>Start Week</u>	<u>Duration</u>	<u>Deadline Date</u>	<u>Withdrawal Grade on/before Deadline</u>	<u>Withdrawal Grade after Deadline</u>
September 2	16 Weeks	November 6	W	WP or WF
September 2	8 Weeks	October 4	W	WP or WF
October 27	8 Weeks	December 1	W	WP or WF

(Deadlines for courses starting or ending beyond the usual semester dates will be adjusted.)

Before you register, please read the following notice:

I understand that I must fulfill my financial obligation two weeks (August 20) before the first day of the semester or my registration will 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). Upon a drop or withdrawal, I understand 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 understand that I will be responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees under RSA 6:11, which will add significant costs to my account balance.