



## FALL 2009 Tuition Refund Policy

You are responsible for your bill. If you are not going to attend your course(s) you must officially drop the course(s) for which you are enrolled.

During the **FALL 2009** Semester the following **REFUND POLICY** will be in effect for **GENERAL COLLEGE CLASSES**:

### 15 Week Classes

- **100 percent** of tuition refund **BEFORE** the semester begins.
- **100 percent** of tuition refund **THROUGH THE FIRST WEEK** of classes **ENDING** Wednesday, September 2, 2009.
- **50 percent** of tuition refund **DURING THE SECOND WEEK** of classes **ENDING** Wednesday, September 9, 2009.
- **NO** tuition refund **AFTER** Wednesday, September 9, 2009.

### First 8 Week Classes

- **100 percent** of tuition refund **THROUGH THE FIRST WEEK** of classes **ENDING** Wednesday, September 2, 2009.
- **NO** tuition refund **AFTER** Wednesday, September 2, 2009.

### Classes Beginning After September 2, 2009

- **100 percent** of tuition refund for the **FIRST FIVE (5) CALENDAR DAYS** (Monday - Saturday) starting the day class begins.
- **NO** tuition refund **AFTER** the fifth calendar day.

### Classes of Less Than Two Weeks

Weekend Seminars, Classes and Workshops

- **100 percent** tuition refund **BEFORE** class begins.
- **NO** tuition refund **AFTER** class begins.

**TRADE AND APPRENTICE EDUCATION:** Classes have a different semester **STARTING DATE** and therefore have a different calendar date for **TUITION REFUNDS**.

**FINANCIAL AID:** Students receiving **FINANCIAL AID** must report to the **FINANCIAL AID OFFICE** prior to **WITHDRAWALS OR SCHEDULE ADJUSTMENTS** which reduce total hours for the semester.

A **FULL REFUND** will be granted for any class **CANCELED** by Henry Ford Community College.

**THE REGISTRATION FEE IS A MANDATORY AND NON-REFUNDABLE FEE** charged to all individuals who register at Henry Ford Community College. The fee is intended to partially offset the cost of registering a student for classes. Students who register for classes and neglect to pay this fee will be invoiced.

**SEE BACK OF PAGE FOR REFUND POLICY APPEAL**



## Henry Ford Community College REGISTRATION & RECORDS

### Refund Policy Appeal Process:

An appeal of the refund policy must be based on a significant reason which demonstrates that the student had to withdraw from class or the college **involuntarily**, some examples are, illness, accident, death of a family member, etc.

A Refund Appeal Committee will review the appeal and will approve or deny a refund.

#### **INDIVIDUALS SEEKING EXCEPTIONS TO THE REFUND POLICY MUST COMPLETE THE FOLLOWING STEPS:**

1. Put your request in writing using the Refund Policy Appeal Form. You may pickup an Appeal Form in the Registration and Records Office located in the Learning Resources Center lower level room LRC 013. **All sections of the form must be completed.**
2. Clearly state the reason(s) you have which will qualify you for a refund. Including dates, semester, and the names and sections of the courses.
3. It is the student's responsibility to provide supporting documentation (physician statement, hospitalization report, employer verification, death certificate, etc.) The documentation must be on official letterhead or certification form attached to the Refund Appeal Form and submitted to:

Henry Ford Community College  
Registration and Records  
Refund Appeal Committee  
5101 Evergreen  
Dearborn, MI 48128-1495

#### **PLEASE NOTE:**

1. Refund requests must be received in the semester in which the withdrawal occurred, or the semester immediately following.
2. No action will be taken on a appeal request until the student has officially dropped the course(s) in question.
3. Students who are attending HFCC on some type of institutional financial aid (Pell Grant, SEOG, Student Loan) must inform the Office of Financial Aid prior to class withdrawal so that appropriate documentation can be added to the student's file.
4. Lack of knowledge regarding the published policies and procedures of HFCC that affect you is not a basis for approving any request.
5. Lack of attendance is not a basis for approving any request.
6. The registration fee is **non-refundable**.
7. There is no guarantee that any petition will be approved.