



### FALL 2011 IMPORTANT SEMESTER DATES

	Date	Notes
Online Registration Open for Fall 2011	5/2/211	
In-person Fall Registration Opens	6/6/211	
Fall semester begins	8/25/2011	
Last day to add and last day for 100% refund-First 8 week classes and 15 week classes	8/31/2011	<b>NO REFUND AFTER 8/31/11 FOR FIRST 8 WEEK COURSES/ LAST DAY FOR NO RECORD DROP- FIRST 8 WEEK COURSES</b>
Trade and Apprentice classes begin	9/1/2011	
College Closed- Labor Day	9/5/2011	
Last day for 50% refund- 15 week classes	9/7/2011	<b>LAST DAY FOR NO RECORD DROP- 15 WEEK CLASSES</b>
Last day to add and last day for a 100% refund for Trade and Apprentice courses	9/7/2011	<b>NO REFUND AFTER 9/7/11 FOR TRADE AND APPRENTICE COURSES/ LAST DAY FOR NO – RECORD DROP</b>
Last day to enroll in Fall EZ Pay	9/9/211	
First day of 12 week classes	9/19/2011	
Last day to add and last day for 100% refund- 12 week classes	9/26/211	<b>NO REFUND AFTER 9/26/11 FOR 12 WEEK COURSES/ LAST DAY FOR NO RECORD DROP</b>
Last day to drop a first 8 week class	10/2/2011	
First day of Second 8 week courses	10/20/2011	
Last day to add and last day for 100% refund- Second 8 week courses	10/27/2011	<b>NO REFUND AFTER 10/27/11 FOR SECOND 8 WEEK COURSES/ LAST DAY FOR NO RECORD DROP</b>
Last day to drop a 15 week course	11/11/211	
Last day to drop Trade and Apprentice courses	11/14/2011	
Last day to drop a 12 week course	11/19/2011	
Last day to drop a second 8 week course	11/29/211	
Last day of Fall 2011 semester	12/18/2011	
Last day Trade and Apprentice Courses	12/19/2011	
Fall 2011 Grades due	12/20/2011	<b>GRADES DUE BY 6:00 P.M.</b>
Trade and Apprentice Grades Due	12/21/2011	<b>GRADES DUE BY 6:00 P.M.</b>

#### Courses that are 2 weeks or less in duration

If dropped BEFORE the course begins there is a 100% tuition refund. NO tuition refund AFTER the course starts.

**Students are responsible for dropping themselves from courses. If a student stops attending and does not drop, they will earn an “E” grade and will be charged the full tuition amount for the course(s).**



## Henry Ford Community College

### Tuition Appeal Process

The Tuition Appeal Form should be filed for documented extenuating circumstances only. **The Tuition Appeal Form cannot be used to appeal grades.**

The Tuition Appeal Form must be submitted no later than the last day of finals for the semester immediately following the semester you are appealing. For students requesting withdrawal from the winter semester, students have until the last day of finals for the summer semester to submit their appeal. Please refer to the HFCC Academic Calendar at <http://www.hfcc.edu/calendar> for the appropriate dates.

**Only those Tuition Appeal Forms submitted for the following situations/circumstances will**

**be reviewed for consideration:**

- Student illness during the semester
- Illness of immediate family member during the semester
- Death of immediate family member during the semester
- Employment related circumstances
- Military deployment/Reactivation
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The Tuition Appeal Form is available online on the Registration and Records Office homepage, (accessible at [www.hfcc.edu](http://www.hfcc.edu)) or at the Registration and Records Office. **Please read page 1 of the Tuition Appeal Form for additional information regarding required supporting documentation and the review process.**

**Tuition Appeal Forms meeting the following criteria will automatically be denied:**

- Without the supporting documentation listed above
- For courses that have been completed (A, B, C, D, and E grade)
- For courses that have not been dropped
- Appeals requesting removal of non-refundable fees

**If you are dropping classes during a term for which you have received financial aid, Henry Ford Community College and/or you may be required to return to the Federal government, all or a portion of the financial aid that has been disbursed and/or applied to your student account. Please contact the Financial Aid Office regarding Return to Title IV policies and procedures.**