



SPRING/SUMMER 2011 IMPORTANT SEMESTER DATES

	Date	Notes
Online Registration Open for Spring/Summer 2011	March 29, 2011	
EZ Pay open for Spring/Summer 2011	March 29, 2011	
In-person Spring/Summer Registration Opens	April 18, 2011	
Last day to enroll in Spring EZ Pay	April 22, 2011	
Trade and Apprentice classes begin	May 2, 2011	
Spring 2011 semester begins	May 10, 2011	
Last day for 100% refund-Spring	May 11, 2011	No refund after May 11, 2011
Last day for <u>No Record Drop</u>	May 11, 2011	
Memorial Day- College Closed	May 30, 2011	
Last day to drop full semester spring classes	June 12, 2011	
Last day to enroll in Summer EZ Pay	June 21, 2011	
Spring 2011 classes end	June 27, 2011	
Summer 2011 semester begins	June 28, 2011	
Spring 2011 grades due	June 30, 2011	Grades are due by 6:00 p.m.
Last day for a 100% refund- Summer	June 29, 2011	No refund after June 29, 2011
Last day for a <u>No Record Drop</u>	June 29, 2011	
Independence Day- College Closed	July 4, 2011	
Last day to drop full semester summer classes	July 31, 2011	
All summer classes end	August 15, 2011	
Trade and Apprentice grades due	August 17, 2011	Grades due by 6:00 p.m.
Summer 2011 grades due	August 18, 2011	Grades due by 6:00 p.m.

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.

Trade and Apprentice (TAE) courses

Courses in the Trade and Apprentice programs have different semester dates and therefore have different dates for tuition refunds. Please contact the Office of Registration and Records at registrar@hfcc.edu or 313.845.6403 for these dates.

Spring Courses that end after June 27, 2011

For spring courses that end after June 27, 2011 please contact the Office of Registration and Records at registrar@hfcc.edu or 313.845.6403 for the official last date to drop.

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) 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.