

QUINSIGAMOND COMMUNITY COLLEGE

REQUEST FOR BOARD OF TRUSTEES ACTION

COMMITTEE: Planning & Budget Committee

TITLE: Revision of College Refund Policy

Date: May 14, 2003

Recommendation: That the Board of Trustees approve the attached revision of the College's Refund Policy.

Justification: Having reviewed the existing Refund Policy in comparison to those of other similar institutions, the attached revised policy is recommended for the following reasons.

- It will bring the college's refund policy more in line with those of similar institutions
- It will promote more responsive decision making on the part of students considering withdrawal
- It will generate additional (and justifiable) revenue for the college

Attachment

QUINSIGAMOND COMMUNITY COLLEGE TUTION AND FEE REFUND POLICY

Proposed

REFUND CATEGORY	PERCENTAGE OF CHARGES
Official Withdrawal prior to and through the first 8 calendar days	100%
Official Withdrawal during the next 8 calendar days	50%
Official Withdrawal after this period	0%

*Twenty five dollars (\$25.00) of the Educational Services fee is non-refundable for students completely withdrawing from the semester.

Current:

REFUND CATEGORY	PERCENTAGE OF CHARGES
Official Withdrawal prior to and through the first 8 calendar days	100%
Official Withdrawal during the next 8 calendar days	75%
Official Withdrawal during the next 8 calendar days	50%
Official Withdrawal after this period	0%

* Twenty five dollars (\$25.00) of the Educational Services fee is non-refundable for students completely withdrawing from the semester.