



## Student Refund Request Form

Cayuga ID Number C \_\_\_\_\_ Name \_\_\_\_\_  
First Mid Last

Mailing Address \_\_\_\_\_  
Street/PO Box City State Zip Cod

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

### SECTION 1: COURSE INFORMATION (Check Box)

Semester ☐ Fall/Year \_\_\_\_\_ ☐ Spring/Year \_\_\_\_\_ ☐ Summer/Year \_\_\_\_\_ ☐ Intersession/Year \_\_\_\_\_

Financial Aid Student ☐ Yes ☐ No

List the course(s) you wish to appeal. (If ALL courses – check box) ☐ ALL

CRN	Dept	Course #	Section #
_____	_____	_____	_____
_____	_____	_____	_____

### SECTION 2: REASON FOR REQUEST (Check Box)

#### Indicate Reason

- ☐ Required military deployment  
☐ Error in Academic Advising  
☐ Institutional Errors  
☐ Other \_\_\_\_\_

#### Provide Supporting Documentation

- ☐ Military transfer order  
☐ Documentation from advisor  
☐ Documentation from advisor  
☐ Letter of explanation and verification

### SECTION 3: EXPLANATION

Signature \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY:

Received: \_\_\_\_\_

☐ Approved:

☐ Full Refund ☐ Partial Refund

☐ Denied:

☐ Attendance Beyond Refund Period ☐ Financial Aid Disbursement/Acceptance ☐ Other \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

Reviewed by Refund Committee Date \_\_\_\_\_

## REFUND REQUEST INSTRUCTIONS

You may file a refund request if a verifiable situation prevented you from completing course(s) in which you were enrolled.

**FINANCIAL AID STUDENTS** – It may not be in your best interest to file a petition. You may be responsible for repayment of financial aid received. Please check with the Financial Aid office before submitting a petition.

**SUBMITTING YOUR REQUEST** – Please submit the completed form to the Refund Committee by:

**1. Mail** — Academic Programs, Cayuga Community College, 197 Franklin St., Auburn NY 13021-3099

or

**2. Fax** — Auburn Campus 315.253.7401

or

**3. In Person**— Fulton Campus Administrative Office

**DEADLINE FOR REQUEST** – The deadline to request a refund is **1 year** from the end of semester.

## WITHDRAWAL POLICY

Students may withdraw from a course up until the 60% mark of that course and receive a “W” on that transcript.

## REFUND POLICY

If you find it necessary to withdraw from college, you must complete a withdrawal form in consultation with a counselor from the Student Development Office. Failure to attend class, notifying an office other than the Registrar's Office, or simply notifying the instructor is not an official withdrawal and as such does not qualify you for a refund. You may submit your withdrawal form to the Registrar's Office or the Fulton Campus. Tuition refunds are determined by the date notification is received in the Registrar's Office. Refund schedule information is included in each semester's schedule of classes and is also available from the Registrar's and Business offices.

The following refund schedule is in effect for credit courses. Certain college fees are not refundable. E-mail the Business Office at [businessoffice@cayuga-cc.edu](mailto:businessoffice@cayuga-cc.edu) for detailed information.

### SCHEDULE 1 (A)

Courses more than 8 weeks in length

Before the 1st day of the semester – 100%

During the 1st week of scheduled classes – 75%

During the 2nd week of scheduled classes – 50%

During the 3rd week of scheduled classes – 25%

After the 3rd week of scheduled classes – no refund

### SCHEDULE 1 (B)

Courses 8 weeks or less in length

Before the 1st scheduled class – 100%

During the 1st week of scheduled classes – 25%

After the 1st week of scheduled classes – no refund

Students receiving federal financial aid, including loans, who withdraw (officially or unofficially) before completing 60% of the semester will be subject to the federal return of Title IV funds calculation. This calculation is based on the percentage of the semester completed; generally the student is required to repay a portion of the federal financial aid which has been paid to the student. This calculation is mandated and must be applied regardless of the circumstances for withdrawal. For more information contact the Financial Aid office by e-mail at [financialaid@cayuga-cc.edu](mailto:financialaid@cayuga-cc.edu) or call 315-255-1743, extension 2470.