

Refunds and Withdrawals*

The effective date for calculation of all refunds shall be the date of official withdrawal or change in schedule as recorded in the Admissions Office. Failure to attend classes does not constitute an official withdrawal.

Upon withdrawal prior to the first day of scheduled classes, the College will retain the registration fee and refund any remainder.

For 15-week classes, the College will retain the registration fee and refund 100 percent of the balance until the end of the first week of classes, if a student completes the official procedure to withdraw. There will be no refunds after the first week of classes. Refund deadlines for classes that do not follow the 15-week schedule are available online.

Note: Students receiving Federal Financial Aid, Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Family Education Loan Programs, and/or Maryland Education Assistance Grant Programs, please see the refund policy in the college catalog.

During the period allowed for schedule changes, a student's account will be adjusted for any change in course load. If a student's course schedule is reduced by action of the College, the tuition and fees for that course will be adjusted.

Fees and tuition are not refunded if a student is expelled from the College. Any student who stops attending will not be eligible for a refund and any unpaid balance will be due immediately.

The College reserves the right to cancel a class or change meeting times of classes without prior notice. Any fees directly applicable to a cancelled class will be refunded.

Students may receive refunds after the deadline if they have extraordinary reasons for not being able to continue in the classes. For example: illness, injury, bereavement, military duty, or a personal tragedy may be acceptable bases for appeal, with supporting documentation. However, ignorance of the deadline is not a valid argument to support an appeal.

Refund appeal forms are available in the Office of Admissions and Registration and online at: www.hagerstowncc.edu. Forms and documentation should be returned to the Office of Admissions and Registration. No appeals will be accepted if the student's tuition balance has been sent to the State of Maryland Central Collection Unit (CCCU). A refund will not be granted for any student who has previously been awarded a refund. A committee will review appeals on a monthly basis.

Questions regarding refund appeals should be directed to the Office of Admissions and Registration at 240-500-2238 or e-mailed to register@hagerstowncc.edu.

*Refund policy is subject to change.

Late withdrawal and refund appeals must be submitted no later than two weeks after the end of the semester in question.