

A Course Adjustment Fee of \$45 will be charged when making a change to the student's schedule.

Union County College Refund Policy

Refunds are made on tuition and course fees only. No other fees are refundable. Refunds take approximately six weeks to be processed and refund checks to be drawn. Note that refunds for payments made by credit card will be credited to the card from which payment was made. Refunds for all semesters will be determined by the date shown on the student's official withdrawal form. A student is not eligible for a refund unless a College Official signs the withdrawal form and the form is submitted to the Registration Office. "W" grades are not eligible for refunds and students will be responsible for the payment of these courses. No official withdrawal from classes or College can be completed by telephone. For further information, consult the UCC Student Handbook.

Fall and Spring Semester Refunds (Regular and Late Start)

Winter Session is part of the Fall Semester (check with the Student Accounts Office for refund policy.)

- Withdrawal prior to the start of the semester will result in 100% credit of only Tuition and Course Fees. Student is still responsible for the payment of the General, Technology, Athletic/Wellness, and Security Enhancement Fees.
- Withdrawal from the first day of the semester through the last day of Add/Drop period will result in 50% credit only of the Tuition and Course Fees. The Student is still responsible for the payment of the General, Technology, Athletic/Wellness, and Security Enhancement Fees in addition to 50% of the Tuition and Course Fees.
- No refund of Tuition or any Fees will be available after the last day of the Add/Drop period.

Summer/Winter Session/Mini

- Withdrawal prior to the start of the session will result in a 100% credit of only Tuition and Course Fees. The student is still responsible for the payment of the General, Technology, and Athletic/Wellness Fees.
- Withdrawal from the first day of the session through the last day of the Add/Drop period will result in 50% refund of only the Tuition and Course Fees. The student is responsible for the payment of the General, Technology, Athletic/Wellness Fees and Security Enhancement Fees in addition to 50% of the Tuition and Course Fees.
- No refund of Tuition or any Fees will be available after the last day of the Drop/Add period.

Unpaid balances after the first bill due date are subject to a \$35 per month late fee. Unpaid balances at the end of the semester are subject to being sent to a Collection Agency, which may add 35% to 40% to the outstanding balance and may disrupt credit worthiness since delinquent accounts are reported to national credit bureaus.

Student Accounts Offices	<u>Area Code (908)</u>
Cranford Campus.....	709-7063
Elizabeth Campus.....	965-6058
Plainfield Campus.....	412-3585

Financial Aid Offices	<u>Area Code (908)</u>
Cranford Campus.....	709-7137
Elizabeth Campus.....	965-6063
Plainfield Campus.....	412-3571

(All students should obtain and refer to UCC Catalog, Student Handbook, and current Tuition & Fee sheet for additional information.)

Federal Financial Aid Recipient:

- Federal Financial Aid Recipients are subject to a reduction of their financial aid if they completely withdraw (officially or unofficially) from their classes within the 60% period of an given semester.
- All Financial Aid Recipients are responsible for the costs incurred for tuition, fees, books, and related costs should their financial aid be revised or cancelled.

STUDENT'S: RETAIN PINK COPY FOR YOUR RECORDS