

**Northern New Mexico College  
ADMINISTRATIVE POLICY**

Subject:	Refunds																																
File Reference:	1.8																																
Date Approved By Board of Regents:	May 29, 2003																																
Replaces Policy Approved on:	February 11, 1993																																
Purpose:																																	
Policy:	<p>Tuition and fees are refundable only upon receipt by the Business Office of an official withdrawal or course drop form or, in lieu of such, a written declaration of intent. You are responsible for submitting this form or letter, through the Registrar's office, except when classes are canceled. Refunds are computed from the date of drop or withdrawal according to the following schedules. For purposes of this policy, 100% refunds are available only for cancelled classes or for a class from which you withdrew before the first scheduled day of class in the term, as published in the College Catalog and Schedule of Classes.</p> <p style="text-align: center;"><b>Percentage of Refund</b></p> <table border="1"> <thead> <tr> <th><b>Length of Courses (in weeks)</b></th> <th><b>1<sup>st</sup></b></th> <th><b>2<sup>nd</sup></b></th> <th><b>3<sup>rd</sup></b></th> </tr> </thead> <tbody> <tr> <td>16-longer</td> <td>100%</td> <td>100%</td> <td>None</td> </tr> <tr> <td>12-15</td> <td>100%</td> <td>100%</td> <td>None</td> </tr> <tr> <td>9-11</td> <td>100%</td> <td>75%</td> <td>None</td> </tr> <tr> <td>8</td> <td>100%</td> <td>50%</td> <td>None</td> </tr> <tr> <td>6-7</td> <td>100%</td> <td>25%</td> <td>None</td> </tr> <tr> <td>3-5</td> <td>100%</td> <td>None</td> <td>None</td> </tr> <tr> <td>1-2</td> <td>None</td> <td>None</td> <td>None</td> </tr> </tbody> </table> <p>Note:</p> <ol style="list-style-type: none"> <li>1. If you withdraw after the 3<sup>rd</sup> week of a semester or after the 2<sup>nd</sup> week of a summer session, you will not be entitled to any refund.</li> <li>2. No refund is made on regular or late registration fees, or in the case of disciplinary suspension or dismissal.</li> <li>3. If you are dismissed for falsification of records, eligibility for refund will be entirely at the option of the College.</li> <li>4. If you mail a notice of withdrawal, the rate of refund will be based upon the date the notice is received at the College.</li> </ol>	<b>Length of Courses (in weeks)</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	16-longer	100%	100%	None	12-15	100%	100%	None	9-11	100%	75%	None	8	100%	50%	None	6-7	100%	25%	None	3-5	100%	None	None	1-2	None	None	None
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