

## **Financial Rules and Procedures (by alphabetical order)-1**

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#### **Refunds for Students Receiving Federal Title IV Funds**

Federal regulations require that a pro-rata portion of Title IV Funds be refunded to the funding source if students withdraw from the College. Students may, therefore, incur a liability to The College of New Jersey and should consult with the **Office of Student Financial Assistance Green Hall 101**, prior to withdrawing.

#### **Refunds of Tuition and Fees**

A student must withdraw from all courses for the semester by the end of the fifth week of classes in order to be eligible for a refund. The computing of all refunds will be based upon the date of receipt shown on the written notice or Intent to Withdraw Form. Refunds are not based upon date of last class attendance. A student who leaves school without officially withdrawing from the College forfeits all rights to a refund or to a reduction in his or her account. No refunds or reductions will be made until the student's ID is returned to the Office of Student Accounts.

The College uses the following policy to determine the amount of refund:

1. A student **withdrawing from the College on or before the official last day of Add/Drop shall receive a 100 percent refund** of applicable tuition and fees\* paid.
2. A student reducing his/her load in a manner that results in a decrease in billable tuition and applicable fees\* on or before the last official day of Add/Drop shall receive a 100 percent refund of the reduced amount. Reductions in load after the last official day of Add/Drop will not result in refunds.
3. A student withdrawing from the College **after the official end of Add/Drop but before the end of the third week of classes in the fall and spring semesters shall** receive a 75 percent refund of applicable tuition and fees\* paid.
4. A student withdrawing from the College **after the official end of Add/Drop but before the end of the fifth week of classes in the fall and spring semesters** shall receive a 50 percent refund of applicable tuition and fees\* paid.
5. A student withdrawing from the College after the fifth week of class shall receive no refund.
6. Summer withdrawal policies are different. Please consult the summer bulletin.
7. Students receiving Federal Title IV financial aid funds must contact the Office of Student Accounts, Green Hall Room 119, before withdrawing.

*\*Only General Services, Computer Access, Student Activity, Student Center, and Student Services Fees.*

#### **Residency for Tuition Purposes**

Persons who have been residents within the state of New Jersey for a period of 12 months prior to enrollment in a public institution of higher education are presumed to be domiciled in this state for tuition purposes. Persons who have been residents within this state for less than 12 months prior to enrollment are presumed to be non-domiciliary for tuition purposes. Persons whose residency status is challenged by TCNJ may demonstrate residency status according to the rules set forth by the New Jersey Commission on Higher Education (N.J.A.C. 9A:5-1.1-1.2). These guidelines and the Residency Analysis Form are available in the Office of Records and Registration, Green Hall 112, and on the

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[Records and Registration website](#). Residence established solely for the purpose of attending TCNJ is not domicile for the purpose of achieving in-state residency.

United States military personnel and their dependents who are living in New Jersey and are attending public institutions of higher education in New Jersey shall be regarded as residents of the state for the purpose of determining tuition.

### **Senior Citizen Tuition Waiver**

A New Jersey public college may enroll without payment of tuition a number of senior citizens (age 65 or older) equaling up to one percent of its total undergraduate enrollment. To be eligible for this waiver, senior citizens must be enrolled in credit-bearing courses and must be actively pursuing a college degree. A senior citizen must be matriculated and successfully complete six semester hours toward a program each semester in order to be considered actively pursuing a degree.