

Date Approved By Board of Regents: 05/29/2003

Replaces Policy Approved on: Date: 02/11/1993

REFUNDS

Northern New Mexico College

1. Policy

Tuition and fees are refundable only upon receipt by the Business Office of an official withdrawal or course drop form or, in place 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 canceled 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.

PERCENTAGE OF REFUND

Length of Courses (in weeks)	1st	2nd	3rd
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

Note:

1. If you withdraw after the 3rd week of a semester or after the 2nd week of a summer session, you will not be entitled to any refund.
2. No refund is made on regular or late registration fees, or in the case of disciplinary suspension or dismissal.
3. If you are dismissed for falsification of records, eligibility for a refund will be entirely at the option of the College.
4. If you mail a notice of withdrawal, the rate of refund will be based on the date the notice is received at the College.