



Tuition and Fee Refund

Policy EM004

Volume 5, Enrollment Management and Student Success

Responsible Administrator(s): Vice President for Enrollment Management and Student Success; Vice President for Finance and Administration

Responsible Office(s): Office of the Bursar; Financial Aid Services; Office of the Registrar

Issued: December 1957

Last Updated: January 2023

Policy Statement

FIT shall refund student tuition and fees if notified of a class change, or dropped classes, within an appropriate period of time. Courses dropped prior to the first day of the semester will have 100% of the tuition and fees canceled. Courses dropped on or after the first day of the semester are subject to the refund schedules outlined in this policy, which govern the prorated cancellation of semester tuition charges in cases of program adjustment or withdrawal. Students with extenuating and documentable circumstances may submit an appeal to be considered for additional tuition refund pursuant to the procedures in this policy. This policy does not apply to non-credit courses.¹

Reason for the Policy

The purpose of this policy is to establish general guidelines for tuition and fee refunds, as well as ensure that refunds are considered, in accordance with the approved standards of the college, for students who have extenuating circumstances.

Who is Responsible for this Policy

- Office of the Bursar
- Financial Aid Services
- Office of the Registrar

Who is Affected by this Policy

- All Students enrolled in credit-bearing courses

Principles

FIT has established a tuition-refund policy that allows a refund of tuition and broad-based fees when students withdraw from classes or from FIT. Students are liable for payment of tuition and fees up to the official date of withdrawal.

Tuition and fee refunds are based on the official date of withdrawal. **No refunds will be permitted unless an official Withdrawal Form is submitted, in person or via official FIT email account, within the**

¹ For non-credit course refunds, please see [Precollege Refunds and Non-Credit Refund](#) process and form.

withdrawal periods defined by the Registrar’s Office. The date on which the Withdrawal Form is received by the Registrar’s Office is considered the “*official date of withdrawal*”.

Drops and withdrawals can also impact financial aid. Non-attendance in a class does *not* constitute official notification of withdrawal, nor does a stop-payment order on a check. Neither action removes tuition liability.

- **Financial Aid Title IV Refund**

Title IV Federal Financial Aid students who withdraw from the college prior to completing the first 60.01% of the semester will have their financial aid recalculated according to the Higher Education Amendments of 1998, 34 CFR part 668.22. Some grant recipients may owe repayment to both the institution and the Federal Government as a result of this recalculation. Students receiving Title IV financial aid will be processed according to federal guidelines. See [FIT’s Withdrawal principles](#) for more detail.

- **Refund Schedule**

- The refund period generally terminates at the end of the third week of classes in the Fall and Spring semester, in accordance with the tuition refund schedule below. (Please review the current year’s [Academic Calendar](#) for the appropriate term for information on that specific semester’s refund schedule and withdrawal deadlines.)

- **Fall & Spring Semesters**

Before official start date of the semester: 100 %
During the first week: 75%
During the second week: 50%
During the third week: 25%
After the third week: No Refund

- **Summer Sessions**

Before official start of the session: 100%
1st day of classes: 75%
2nd day of classes: 50%
3rd day of classes: 25%
4th class and beyond: No Refund

- **Winter Session**

Before official start of the session: 100%
1st day of classes: 75%
2nd day of classes: 50%
3rd day of classes: 25%
4th class and beyond: No Refund

- If the college cancels a course, the college will refund 100% of tuition and broad-based fees.²

Responsibilities

- **Office of the Registrar:**

- Establishes the refund schedule;

² For definitions of broad-based Fees, please review [FIT’s Broad-based Fee Waiver](#) policy.

- Collects all appeal documentation from students;
 - Alerts students, in writing, of appeal decisions; and
 - Oversees Tuition Refund Appeal Committee, comprised of the Director of Financial Aid, the Director of the Bursar, and the Director of the Registrar (or their designees), collects appeal documentation, and sends reminders to students in the event additional documentation is needed.
- **Financial Aid Services:**
 - Calculates Return to Title IV Refunds and notifies students of funds returned.
 - **Office of the Bursar:**
 - Assesses refund calculations and ensures alignment with the college's refund schedule;
 - Issues tuition and fee refunds, and eligible balances from students' accounts, in a timely manner; and
 - Ensures refunds are compliant with all applicable regulations.

Procedures

- **Refund Process**

All refunds are based on the official date of withdrawal and are student-initiated by a Course or College Withdrawal form.

 - Course and College Withdrawal forms are available online via the [Registrar's Office website](#).
 - No refunds will be permitted unless an official withdrawal form is submitted in the required time period. Please review the [Academic Calendar](#) for the appropriate term for information on that semester's refund schedule and withdrawal deadlines.
- **Financial Aid Title IV Refund Process**

If the student account reflects a credit balance as a result of financial aid funds applied to the student's account, the student should anticipate a refund within two weeks either via direct deposit to the student's checking or savings account or via a check sent to the permanent address FIT has on file. If the student signs up for an E-Refund, a direct deposit will be deposited to the student's checking or savings account. The student will receive an email message at his/her FIT email account when an E-Refund has been processed.

 - **Student granted a tuition refund receiving Financial Aid Title IV loans**

An email is sent to the student asking whether the loan funds can be returned to the lender to reduce the student's indebtedness; if the student does not consent, the funds are returned to the student.
- **Financial Aid Return to Title IV ("R2T4") Federal Funds Refunds**

The college is required by federal statute to recalculate federal financial aid eligibility for students who withdraw. This applies to both official (where the student notifies the college) and unofficial (student stops attending without notification) withdrawals (Officially or Unofficially). Federal Title IV financial aid programs must be recalculated in each of these situations to determine the amount of aid earned by the student. Title IV Federal Financial Aid students who withdraw from the college prior to completing the first 60% of the semester will have their financial aid recalculated according to the Higher Education Amendments of 1998, 34 CFR part 668.22. Some grant recipients may owe repayment to both the institution and the Federal Government as a result of this recalculation. If the student completes more than 60.01% of the period, federal law states he or she has earned 100% of the aid for that period of enrollment.

- **Establishing Dates for Official and Unofficial Withdrawals for R2T4 refunds**

Official Withdrawal is a student-initiated action. The official withdrawal date prompts Financial Aid Services to check the student's attendance records in each class. The last date of attendance found is the date used to determine the amount of aid earned by the student. If a student has unofficially withdrawn from the college, with no, or improper, withdrawal notice to the school, the last date of attendance found is the one used to determine aid adjustments. If the student never attended any classes, all aid is cancelled.

- **Order of Title IV Fund Adjustments for R2T4 refunds**

The college uses the withdrawal date to determine the percentage of aid earned by dividing the number of days attended in the payment period or period of enrollment by the total number of days scheduled in the payment period or period of enrollment. Financial aid programs are adjusted accordingly based on earned aid and funds are returned to the appropriate programs. Awards are adjusted in the following sequence:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (SEOG)

- **Performing the R2T4 Refund Calculation**

Recalculation is based on the percentage of earned aid using the Federal Return of Title IV funds formula.

Funds are returned to the appropriate federal program based on the percentage of unearned aid. If a student earned less aid than was disbursed, the college, and student if applicable, is required to return a portion of the funds to the Title IV program of origin. When Title IV funds are returned, the student borrower may owe a debit balance to the college, particularly if the student received a refund from the proceeds of aid received in excess of institutional charges.

- **Time Frame for R2T4 Funds**

Federal Title IV aid must be returned within the time frames listed below to remain compliant with the applicable regulations:

- 45 Days from the Date of Determination to return the following Title IV Funds:
 - Pell
 - SEOG
 - Direct Loans

- **Refund Appeals Process**

After a withdrawal has been processed and the "official date of withdrawal" has been established by the college from the Withdrawal Form, a student may submit a written appeal for removal or adjustment of tuition liability. In order to apply for an appeal, the student must have first officially withdrawn from the course(s) in question and submit a written appeal to the Refund Appeals Committee at:

Office of the Registrar

Attn: Tuition Refund Appeal Committee
27th Street and Seventh Avenue, C158

Fashion Institute of Technology
New York, NY 10001-5992

Alternatively, a student may scan and attach all supporting documents and submit to FIT_registrar@fitnyc.edu from the student's official FIT Gmail email address.

The appeal must describe their reason and justification for the appeal of the refund policy. The statement must also specify the extenuating circumstance for the refund. If the extenuating circumstance is a medical circumstance, the student must also provide the following:

- Medical Refund Appeal Request Form. Under "Reason for Request" the student must write a personal statement on their own behalf to support their request. The personal statement must include the approximate dates of attendance and the last date of attendance for the semester. This form must be signed and dated by the student.
- Medical documentation. A letter from the student's Health Care Provider(s) (i.e., medical doctor, physician assistant or nurse practitioner) must be submitted to the Refund Appeal Committee. The note must include the nature of the illness/diagnosis, dates of the condition and its effect on the student's ability to attend classes during the semester for which the request is being submitted. Pre-existing conditions are not accepted unless unexpected circumstances occurred, or symptoms exacerbated during the semester for which the appeal is being submitted.

The Committee makes the final decision collectively and will deny any appeal that does not include supporting documentation or violates this policy.

All refund appeals should be filed as soon as possible but no later than six months after the end of the academic term for which the appeal is being requested. Appeals with appropriate supporting documentation received by the close of business on the 15th of the month will be reviewed by the end of that month. Students will be contacted by email of the Committee's decision by the end of the month. **All decisions made by the Refund Appeal Committee are final and no further appeals will be considered.** *A filed appeal does not guarantee an approval.*

Exceptions to the Refund Schedule (documentation is required):

- Evidence of a call to active military duty,
- Undue hardship that is out of the student's control, such as a medical incapacitation – such exceptions will be considered on a case-by-case basis (supporting documentation must be provided), or
- Students with extenuating medical circumstances

The following appeals for exception to the refund policy will NOT be approved:

- Dissatisfaction with a course's scheduled meeting time, location, content, or instructor's mode of instruction,
- Discontinued attendance or failure to attend a course at all,
- Lack of knowledge of the drop or withdrawal deadlines,
- Lack of sufficient resources to pay tuition,
- Registration for the wrong term or misreading the calendar outlining the start of courses,
- Failure to seek academic and financial advisement before registering for a course, or failure to follow such advisement, resulting in the need for a withdrawal.

- Failure to follow college policies and procedures available for review within the Code of Student Conduct, the college's handbook, catalog, College Policy Library, or official FIT website, or
- Students whose accounts have been turned over for collection or are already in the collection process cannot appeal the refund policy.

Violations

N/A

Related Policies

- [Broad-based Fee Waiver](#)
- [Code of Student Conduct](#)

Related Documents

- [Code of Standards and Procedures for Community colleges –SUNY \(8, NYCRR 602.11\)](#)
- [College Withdrawal Eligibility and Procedures \(including forms and Financial Aid information\)](#)
- [Fees](#)
- [Financial Aid Services](#)
- [Tuition - Undergraduate](#)
- [Tuition – Graduate](#)

Contacts

- **Office of the Registrar**
Feldman Center, Room C158
(212) 217-3820
fit_registrar@fitnyc.edu
- **Office of the Bursar**
333 Seventh Ave, 15th Floor
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