Refund Policy

Policy Statement

The University’s policy is to resolve eligible credit balances in student accounts as promptly as possible - in compliance with all applicable regulations and by the end of the term in which the credit balance is created - by issuing refunds to the student. Please see the remainder of this policy document for additional details.

Reason for Policy

The purpose of this policy is to provide guidance for students on the refund procedures of the University.

Who is Governed by this Policy

Students

Policy


Definitions

This policy does not have definitions associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Procedures
This policy does not have procedures associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

### Forms

[Student Financial Services Refund Policy]

### Related Information

This policy does not have related information at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

### Policy Owner

Name: Robert DeCarlo, CFO  
Office: Finance Office  
Phone Number: (516) 877-3184

### Contacts

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### Document History

- Last Reviewed Date: 10/13/17  
- Last Revised Date: 10/13/17  
- Policy Origination Date: Not known

### Who Approved This Policy
• Robert DeCarlo
• Michael J. McLeod

Tags

Financial Affairs, Staff, Students