



## 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

---

Please refer to the "Refund Policy" (page 56) of the Financial and Administrative Reference Guide (FARG) 2017.

---

### 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

---

Contact	Telephone	Email
Office of Student Financial Services	516-877-3080	
Mary Barca	516-877-3277	barca@adelphi.edu
Kathy Lemmon	516-877-3073	lemmon@adelphi.edu

---

## 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