

Refunds

If Atlantic Cape cancels a class, or changes the time, day or date of a scheduled course, students may transfer tuition and fees to another course or elect to receive a full refund of tuition and fees. Tuition/fee refunds for withdrawals are calculated on a percentage basis according to the following:

Fall and Spring Semesters

- Before first day of semester -100%
- Before end of the second week of semester - 50%
- After second week of semester - no refund

Fall and Spring Late Start Courses

- Before first day of course -100%
- Five days after start of course - 50%
- After first five days of courses - no refund

Summer Semester

- Before first day of session -100%
- Five days after start of six, eight and 13 week session- 50%
- After first five days of sessions – no refund

Winter Session

- Before first day of session -100%
- First day of session - 50%
- Second day of session – withdraw only (no refund)

Exceptions may be made for extenuating circumstances which can be documented. Examples: If the first day of the fall semester is September 2, to get a 100% refund, notification must be served to the Enrollment Services Office by September 1. If September 1 is a holiday, notification must be made by the last business day prior to September 2.

If notification is served after September 1, but before September 16, a 50% refund will be issued. Thereafter, no refunds will be made. The College reserves the right to change faculty assignments.

Refunds will be processed and returned in the manner in which they are received. If payment is made in more than one form, all refunds will be applied to the credit card first.