

# Course Withdrawal and Refund Policy

The purpose of this policy is to define the parameters of official withdrawals for all students taking Charter Oak State College courses.

The course withdrawal policy is:

1. To receive an official Withdrawal ("W") in a 15-week course, a student must withdraw no later than 11:59 pm Eastern Time (ET) on the last day of the 13th week, which is typically a Sunday.
2. To receive an official "W" in an 8-week course, a student must withdraw no later than 11:59 pm ET on the last day of the 7th week, which is typically a Sunday.
3. To receive an official "W" in a 5-week course, a student must withdraw no later than 11:59 pm ET on the last day of the 4th week, which is typically a Sunday.

The specific date of the withdrawal deadline will be printed on the [Academic Calendar](#).

Charter Oak State College is located in Connecticut where the Eastern Standard Time zone (EST) is utilized in defining the start and end of a week within the term, as well as drop and withdrawal deadline times, assignment and exam submission times, and other college policy deadlines.

Students who withdraw after these deadlines will receive a failing grade ("F") for the course. There are potential academic and financial consequences related to a late withdrawal. It is strongly recommended that a student discuss the intention to withdraw with their academic counselor, the Financial Aid Office, and the instructor prior to submitting the withdrawal form to the Registrar's Office. Non-Charter Oak State College students are advised to contact their home institution.

A student initiates the withdrawal process by submitting the electronic withdrawal form to the Registrar's Office by the date established on the Academic Calendar.

The date of the electronic withdrawal submission will be the student's official withdrawal date. However, the student's last date of attendance is used in the recalculation of the student's financial aid.

Refunds apply to tuition charges only. Fees are non-refundable. The College has a 100% and 50% refund policy for each 15 week, 8 week and 5 week terms. Please refer to the [Academic Calendar](#) for the dates of the refund period for each term.

A student can appeal tuition charges.

A student submitting a financial appeal may appeal as outlined:

1. Complete the Petition Form.
2. Submit documentation to support claims. Appeals without documentation will not be considered. Illness or injury must include a letter from a licensed health professional listing the medical issues of the student along with the dates of illness or injury that coincide with semester/term in question. Please do not include medical documentation such as current medications, x-rays, photos of injury or other documents covered under HIPPA.
3. A committee comprised of the Bursar, Director of Financial Aid and CFO will review the petition and make recommendation for approval, disapproval or if additional documentation is needed.
4. Should additional documentation be requested by the reviewing committee, student must submit documents back by the date provided on notice or the petition will be automatically denied.
5. Student has 30 calendar days from the end of the semester to submit a financial petition.