



# Liability/Overpayments

A. <a href="#">ZERO LIABILITY / FULL REFUND</a>	Financial Aid recipients who drop courses may no longer be entitled to some or all of the aid paid to their account. Awards that are reduced or cancelled may require the return of any funds paid to the student.
B. <a href="#">PARTIAL LIABILITY / PARTIAL REFUND</a>	
C. <a href="#">100% LIABILITY / NO REFUND</a>	
D. <a href="#">APPEALS</a>	
E. <a href="#">OVERPAYMENTS</a>	

## A. ZERO LIABILITY / FULL REFUND

- COURSE NOT AVAILABLE**  
Students are entitled to full refunds in the event that a course becomes cancelled by the college (i.e. cancelled for low enrollment)
- COURSES DROPPED PRIOR TO THE FIRST OFFICIAL DAY OF THE SEMESTER**  
Student is entitled to a full refund of all tuition and fees, excluding non-refundable application/commitment fees.

**NOTE:**

An Undergraduate/Graduate student who resides in **New York State** and is registered for 12-credits or more is charged a flat rate of tuition. Should the student drop courses and continue to remain full-time (12+ credits), there is ZERO LIABILITY / NO REFUND (i.e., original enrollment 15-credits, dropped down to 12-credits. Student is still full-time, ZERO LIABILITY / NO REFUND is true).

## B. PARTIAL LIABILITY / PARTIAL REFUND

- COURSES DROPPED AFTER THE FIRST OFFICIAL DAY OF THE SEMESTER; 25%-75% LIABILITY PERIOD**  
Students are partially liable/partially refunded for the cost of tuition, which is based on the drop date per the Academic Calendar. Student fees are charged 100%.

**NOTE:**

An Undergraduate/Graduate student who resides in **New York State** and is registered for 12-credits or more is charged a flat rate of tuition. Should the student drop courses and enter a part-time status (11-credits or less), a PARTIAL LIABILITY / PARTIAL REFUND is assessed based on the time of the drop per the academic calendar. (i.e., original enrollment 15-credits, dropped down to 9-credits. Student is now part-time, PARTIAL LIABILITY / PARTIAL REFUND is true).

## C. 100% LIABILITY / NO REFUND

- COURSES DROPPED IN A 100% LIABILITY PERIOD AND ANY TIME AFTER**  
Students are charged the full cost of tuition and fees.
- STUDENT WITHDRAWAL**  
Students are charged the full cost of tuition and fees. Refunds are **not** issued for official withdrawals (W grades), unofficial withdrawals (WU, WN grades), no-credits (NC grades) and failing grades (F).

**Office of the Bursar**  
524 West 59<sup>th</sup> St, Rm. L70  
New York, NY 10019  
T: 212-237-8555  
E: [Bursar@jjay.cuny.edu](mailto:Bursar@jjay.cuny.edu)

## D. APPEALS

Students who wish to dispute their tuition liability on the basis of a medical need, crisis or other extenuating circumstance may do so by obtaining a [‘Request for Removal of Fees’](#) and/or a [‘Retroactive Resignation Application.’](#) The form should be completed in its entirety and submitted directly to the Retroactive Resignation Committee’s email. The Committee will then deliberate and notify the student on whether a course/term waiver will be granted. **Bursar holds will not be removed from the student record until: (1) Full payment of past-due tuition/fees is received or (2) The ‘Request for Removal of Fees’ is approved by the Committee.**

**NOTE:**

Tuition and fees are the sole responsibility of the student, unless otherwise indicated by the aforementioned appeal process. This extends to all costs incurred by John Jay College to collect such debt. This may include, but is not limited to deregistration, late fees, Bursar holds, collections costs, litigation/attorney's fees, and court costs.

## E. OVERPAYMENTS

CASH & MONEY ORDER	PERSONAL CHECK/ECHECK	CREDIT/DEBIT (PAYMENT PLAN-QUIKPAY)	FINANCIAL AID
Refunds for overpayments made via cash and money order will be issued via paper check or direct deposit. (Refunded checks are ONLY be mailed address listed in CUNYfirst.)	Refunds for overpayments made via personal check or electronic check will be issued via paper check or direct deposit, 21 days <u>after</u> the original payment date. (Refunded checks are ONLY mailed to address listed in CUNYfirst.)	Credit/debit card refunds will be returned to the same card used for payment or direct deposited. These refunds are processed once a month.	Students who are due a refund from eligible financial aid paid to a student's account that is in excess of their tuition & fee balance may be entitled to a refund. Be advised, certain award sources are not refundable (i.e. TAP). Refunds to students may also be prohibited from third-party organizations/voucher programs/employers based on eligibility criteria or disbursement stipulations. Such stipulations may require excess funds to be returned to the sponsor.

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