

Information on Dropping or Withdrawing from Courses

Please check the academic calendar for deadlines.

If you are dropping a course but are still enrolled in other courses, you'll have to complete a course "drop" form.

If you are dropping a class or classes and will no longer be enrolled in any classes this semester, you'll have to complete an "Application for Withdrawal from All Courses in a Semester" form.

If you find it necessary to withdraw from a class, you must submit the appropriate paperwork to the Office of Continuing Education immediately. You will **not** be considered officially withdrawn from a course if you merely stop attending class or inform your instructor. Your tuition refund will be determined by the **date upon which you submit your paperwork**—either the drop form or the application for withdrawal. The College will require written documentation of any extenuating circumstances. Letters substantiating an employee's claim of work-related conflict must come from the Human Resource Department. Please forward any requests for special consideration to the attention of Stuart Warner in the Office of Student Administrative Services (SAS), **413-796-2080**. Consult the College catalogue for further information.

Please note the tuition refund policy below. Our refund policy is based on the fact that the College makes commitments in advance to our teaching staff and others who provide vital services to students and the College. Your enrollment may have prevented another student from registering for a course or may have kept us from canceling a course with low enrollment. We must cover the costs of these services to you and other students. Please note that fees are nonrefundable and tuition payments are not transferable.

The refund policy is as follows:

- Prior to first class meeting: 100%
- During the first week of classes: 75%
- During the second week of classes: 66 2/3%
- During the third week of classes: 33 1/3%
- During the fourth week of classes: 25%

No refunds after the fourth week of class.

NOTES:

1. If you are receiving financial aid, dropping or withdrawing from a class can have a major impact on your current aid disbursements. You must contact Financial Aid in SAS **before** submitting your paperwork.
2. There is a separate refund schedule for online courses; please consult the Office of Continuing Education or SAS.

