

**ACADEMIC AND FINANCIAL POLICIES AND PROCEDURES**

**Policy for Refunds – Division of Continuing Education – Policy #113A**

This refund policy applies to all Division of Continuing Education (DCE) courses offered for credit. This policy applies to any and all costs associated with DCE Program.

POLICY – All attendees who withdraw from any program must communicate that withdrawal ***in writing*** to the Division of Continuing Education.

Withdrawal on or before seven (7) days prior to start of class.....	100%*
Withdrawal before beginning of the first day of class.....	80%
Withdrawal before the beginning of the second week of class.....	70%
Withdrawal before the beginning of the third week of class.....	50%
Withdrawal after the beginning of the third week of class.....	0%

There is **NO** refund after the beginning of the third week of class. \*All refunds are subject to a \$25. administrative fee. There will be no refunds UNTIL a credit balance appears on the attendee’s account. There will be a FULL refund for any classes cancelled by the Division of Continuing Education.

**A MINIMUM OF TEN STUDENTS ARE REQUIRED TO RUN CREDIT COURSES**

**Academic Withdrawal Policy – Division of Continuing Education**

15 Session Course	Up to start of Session 3	=DROP
	Session 3 through Session 10	=W
	Thereafter, a grade will be awarded and documented on the transcript	=F
	.....	
14 Session Course	Same as above	Same as above
	.....	
10 Session Course	Up to start of Session 3	=DROP
	Session 3 through Session 7	=W
	Thereafter,	=F
5-6 Week Course	Up to start of Session 3	=DROP
	Session 3 through Session 8	=W
	Thereafter,	=F

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