



Rowan College of South Jersey

Policy: 6201
Title: **STUDENT PAYMENTS, DELINQUENT ACCOUNTS,
AND REFUNDS**
Area: Finance
Approved: 07/01/19, 06/20/23, 07/30/24
Revised: 05/06/25

Student Payments

Tuition and fees are payable at the time of registration or by the payment deadline, if the student is enrolled prior to the payment deadline. It is the student's responsibility to make any arrangements for alternate payment, such as a payment plan, financial aid, scholarships, student loans, or a third party payment arrangement.

A student is expected to meet or to make arrangements to meet all financial obligations as they occur at the College. Any student with outstanding financial obligations to the College will not be permitted to register for courses or receive a diploma/certificate until any financial obligation is satisfied. The College also reserves the right to cancel previously registered courses of students who do not meet the payment deadline.

Non-refundable tuition deposits e.g., Nursing and Health Professions and Rowan Choice, will be maintained by the College under the student's account until the end of the academic year in which the deposit was required then a new, non-refundable tuition deposit will be required for the next academic year.

Delinquent Accounts

While the College will exhaust all means to collect on unpaid student accounts prior to the use of collection agencies, attorneys, and/or credit bureau reporting, the College reserves the right to take legal action to collect payments that are owed.

Understanding there are circumstances where balances cannot be collected, the College will have the ability to write-off, in full, any account that has had an account balance for at least three years and is deemed uncollectible.

Refunds

Eligible refunds are mailed in the form of a check to the student at the address on file. Financial aid related refunds are processed in accordance with federal regulations within 14 calendar days of disbursement. Non-financial aid related refunds are processed six to eight weeks after the start of the semester.

Academic Course Refunds

Refund calculations for dropped courses is 100% before the semester begins and during the first week of full-term courses only, 0% thereafter. Accelerated refund dates apply to accelerated courses. These refunds are limited to per-credit tuition and fee charges and course material fees and are assuming that payment was made in full. If payment in full was not received, a balance may still be owed.

Career Technical Education (CTE) Course Refunds

Refund calculations for dropped courses is 100% before the course begins. The refund process will be made as follows:

- 100% refund prior to the first class meeting
- 50% refund on or after the first class meeting
- No refund after the second class meeting

These refunds are limited to tuition and fee charges and course material fees, assuming that payment was made in full. If payment in full was not received, a balance may still be owed.

Any exceptions to this policy must be approved by the President or designee.

Administrative procedures will be developed for implementation of this policy.

References:

Rowan College of South Jersey Administrative Procedure, *6201 Student Payments, Delinquent Accounts, and Refunds*