

Financial Aid Office
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The Captain's House – South Portland



Refund of Charges

Refund of Charges for Credit Courses

For purposes of this section:

“Official withdrawal” means the student’s timely and complete execution of documents required by the college to accomplish formal removal from, as appropriate to the context, the college or its course(s), residence and /or meal plan.

“Unofficial withdrawal” means any absence without the notice required for an official withdrawal.

Refund Policy - Tuition and Course Fees

ACTION	REFUND
Official drop prior to the end of the first 6 business days of the start of the semester (Note: for the summer semester this is the first 5 days)	100% of each dropped class
Official withdrawal during business day 7 through 10 of the semester (not available during summer term)	50% of each dropped class 0% for summer term
Official withdrawal after the first 10 business days of the semester	0% of each dropped class
Non-attendance without official withdrawal or drop of a class at any time	0% of each dropped class
Course canceled by college	100% of canceled course

Refund Policy - Room/M Meal Plan/Cable & Internet Fee

TIMEFRAME for PERIOD OF ATTENDANCE OR USE	REFUND
College residence canceled by college	100% of room and board charges
Official withdrawal from a college residence prior to the:	
Semester's first day of classes	100% of room and board charges
End of the semester's second week of classes	80% of room and board charges
End of the semester's third week of classes	60% of room and board charges
End of the semester's fourth week of classes	40% of room and board charges
End of the semester's fifth week of classes	20% of room and board charges
Official withdrawal from a college residence after the end of the semester's fifth week of classes	0% of room and board charges
Unofficial withdrawal from a college residence at any time	0% of room and board charges

Students receiving federal grants or loans who stop attending or withdraw from the college may be required to return some or all of the federal aid they have received. Refer to the "Financial Aid Return of Title IV" policy for details.

Refund of Charges for Non-Credit Courses

To receive a 100% refund a student must cancel their enrollment by contacting the Continuing Studies Department at 8 Broadway at least seven (7) business days before the start date of the course. There is no partial refund. If a course is cancelled by the college, the course fee will be 100% refunded. For more information, please contact the Continuing Studies Department at 207-741-5758.