



Westchester  
Community College

State University of New York

## Refund Policy for Continuing Education and English Language Institute Courses

All refund requests must be made in writing and sent to the address below or emailed to [continuinged@sunywcc.edu](mailto:continuinged@sunywcc.edu). All refunds are issued as checks.

### For courses that require proof of residency:

This category includes all English as a Second Language courses (subject ELI-ESL) and certain Continuing Education courses in Skills for College and Work Success as identified in the course brochure.

When a course is dropped	Amount of tuition refunded
Before the first meeting of the class	100%
Before the second meeting of the class	50%
After the second meeting of the class	0%

### For all other Continuing Education courses:

When a course is dropped	Amount of tuition refunded
Two or more business days before the first meeting of the class	100%
Within two days of the first meeting of the class or later	0%

### Fees:

The \$5 Registration fee is charged once per term and is non-refundable.

Student fees are charged once per term. If one or more enrolled classes are held at the Valhalla campus, the student fee is \$8. If all classes are at off-campus or extension locations the student fee is \$3.25. Student fees are not refundable once a class begins.

### Cancellations:

The college reserves the right to cancel any under-enrolled class and return all fees (note: refund of fees is contingent on student not being enrolled in any other classes). Faculty substitutions and other rescheduling may be made if necessary.

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Division of Continuing Education  
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