

RESOLUTION

concerning

REFUND POLICY FOR EXTENSION  
and  
SUMMER/WINTERSESSION COURSES  
EIGHT WEEKS IN LENGTH OR LESS

April 6, 2000

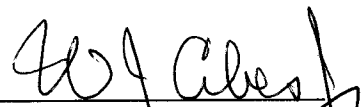
WHEREAS, Pursuant to the provisions of Section 10a-99 of the Connecticut General Statutes, "...the Board of Trustees of the Connecticut State University System shall fix fees for tuition and shall fix fees for such other purposes as the board deems necessary at the university, and may make refunds of the same," and

WHEREAS, The existing refund policy for Extension and Summer/Wintersession course fees is not appropriate for courses of eight weeks in length or less, therefore be it

RESOLVED, That the following refund policy for Extension and Summer /Wintersession courses is effective immediately:

<u>Length of Course</u>	<u>Refund Policy</u>
Three Weeks to Eight Weeks	100% refund prior to second class meeting 50% refund prior to third class meeting No refund after the beginning of the third class meeting
Less Than Three Weeks	100% refund prior to second class meeting No refund after the beginning of the second class meeting

A Certified True Copy:

  
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 William J. Cibes, Jr.  
 Chancellor

**ITEM**

Refund Policy for Extension and Summer/Wintersession Courses Eight Weeks in Length or Less

**BACKGROUND**

The existing refund policy for Extension and Summer/Wintersession course fees was established in 1996. At that time, the universities rarely offered extension courses eight weeks in length or less. Similarly, Summer/Wintersession courses less than three weeks in length were not offered at that time.

**ANALYSIS**

To meet the educational needs of the community, the extension programs at all of the CSU universities have evolved to include more intense programs of shorter duration. The established refund policy is not appropriate for courses of such short duration. This action is designed to augment the currently existing Refund Policy for extension courses and Summer/Wintersession courses, by adding a policy that accommodates the shorter programs presently offered in those sessions.

The following policy is proposed for refunds of Extension course fees and Summer/Wintersession course fees eight weeks in length or less:

Length of Course

Three Weeks to Eight Weeks

Refund Policy

100% refund prior to second class meeting

50% refund prior to third class meeting

No refund after the beginning of the third class meeting

Less Than Three Weeks

100% refund prior to second class meeting

No refund after the beginning of the second class meeting

**RECOMMENDATION**

Approve the refund policy for Extension courses and Summer/Wintersession courses eight weeks in length or less.