

**RCSJ REFUND INFORMATION  
WINTER 2025 / SPRING 2025**

You may make changes to your schedule through the drop/add period of the term through Self Service.

*Please note that students with holds on their accounts cannot make schedule changes online!*

**Important Dates for Winter and Spring 2025 Terms**

Term	Term Start Date	Last Day to Drop* <i>100% Refund</i>	Last Day to Add Open Course without Signature	Last Day to Withdraw** <i>No Refund</i>
Winter 1 2025	12/09/24	12/11/24	12/11/24	01/03/25
Winter 2 2025	12/16/24	12/18/24	12/18/24	01/03/25
Spring 2025	01/21/25	01/26/25	01/26/25	04/11/25
Spring 2025 - 5-week A	01/21/25	01/22/25	01/22/25	02/14/25
Spring 2025 - 5-week B	02/24/25	02/26/25	02/26/25	03/28/25
Spring 2025 - 5-week C	04/07/25	04/09/25	04/09/25	05/02/25
Spring 2025 - 7-week A	01/21/25	01/22/25	01/22/25	02/21/25
Spring 2025 - 7-week B	03/24/25	03/26/25	03/26/25	04/25/25
Spring 2025 – 10-week L	02/24/25	02/26/25	02/26/25	04/11/25
Spring 2025 – 10-week A	02/21/25	02/22/25	01/22/25	03/07/25

**\*Drop Policy:**

Students must drop classes before the semester begins or during the drop/add period to avoid being billed.

Dropped classes do NOT appear on the student’s transcript.

Drops can be processed online through Self Service or by submitting an Enrollment/Change form in-person at the appropriate One Stop Office.

- *In-Person* drops must be completed prior to *Online* deadlines and during One Stop business hours.

**\*\*Withdraw Policy:**

Students that withdraw from a course after the 100% add/drop period must process the withdrawal through the One Stop Office by submitting the Enrollment Change or Withdraw form:

- *Cumberland Campus:* In-person or online via Self Service. Complete withdraws must see advisor.
- *Gloucester Campus:* Must contact your advisor for assistance.

In addition, the student will receive a W on their official transcript, and it will affect academic progress.

*The above refund schedule applies to credit class enrollment only.*

*Administrative drops or removal from classes, for any reason, forfeits all refunds.*

*Refund Policy Info Winter Spring 25*