January 15, 2009

To: All Students and Families

From: Financial Services

Re: Second Semester Refund Policy

Second Semester Refund Policy

Currently enrolled students and their families are aware that the severe December ice storm in New Hampshire created an unprecedented disruption at the close of the fall semester. Because of the storm, many students will finish fall term exams and projects in January. We expect to post final grades for the fall semester by the end of the day on Tuesday, January 20. Spring semester classes will begin on Wednesday, January 21.

In light of this compressed time frame between the close of the fall semester and the beginning of the spring semester, we have made some adjustments to our usual refund policy. However, because of federal regulations, **students who wish to withdraw from the college must make that intention formally known to the Registrar's Office no later than noon on Friday, January 23, in order to receive a full refund for spring semester.** A decision to withdraw later than that date will follow the usual prorated refund system as described in the college's 2008-2009 Catalog:

During the first two weeks of classes     80 percent
During the third week of classes         60 percent
During the fourth week of classes       40 percent
During the fifth week of classes        20 percent
After the fifth week of classes         zero percent

Please be in touch with us by phone at 603-526-3744 or by emailing billing@colby-sawyer.edu if you have any questions about the refund policy or other financial matters.