



TO: All JSRCC Students

FROM: Thomas N. Hollins, Jr.  
Vice President of Student Affairs

DATE: August 31, 2011

RE: Extension of Last Day to Drop with Tuition Refund

As a result of the recent College closings due to Hurricane Irene, the College will extend its deadline for any student that seeks to drop a course with a tuition refund. This extension applies to the following classes:

1. Any 8W1 (first 8 week) or other courses that began 8/22 thru 8/26 with a drop deadline of August 27<sup>th</sup>, 29<sup>th</sup>, or 30<sup>th</sup>. The new deadline for filing this request is **September 1<sup>st</sup>**;
2. Any short course such as a two day course with a start date August 26<sup>th</sup> or August 27<sup>th</sup> (e.g. HLT 105). The new deadline for filing this request is **the next class date**;
3. Any Saturday 8W1 or dynamic courses that extend beyond one week and that were scheduled to begin on 8/27 the deadline thru **Tuesday, September 6<sup>th</sup>**.

In order to drop your course, please complete JSRCC [Form 11-0002](#) and submit it to any Student Success Center, or the Central Admissions Office (Georgiadis Hall, room 351). You may also fax this request to 804-371-3650. Please be sure to leave a telephone number for our staff to contact you and acknowledge receipt of your request.

We do recognize that there are still some students that may not have electricity and are unable to meet these revised deadlines. As such, students have the option to request a late tuition refund for courses via JSRCC Policy [1-2](#), Tuition Refunds. Please be sure to provide documentation supporting your request.

Finally, if you are a financial aid recipient, please be mindful that any schedule adjustment may impact the amount of aid that you are eligible to receive. Please contact our [financial aid staff](#) to speak with a specialist and determine the impact of this adjustment on your aid.

We hope that this assists you in some way during our recovery from the effects Irene. Have a safe and productive semester!