

Registration and Financial Aid Deadlines

Spring 2025

By Friday of the first week of classes (February 7, 2025 at 5:00), your course registration should be settled, including any adding and dropping of courses/tutorials and your contract should be completed. Online registration closes at 5:00 pm, Friday, February 7. Classes can be added/dropped using the course add/drop form through week 2 (February 14, 2025 at 5:00PM) with advisor approval. No refunds of tuition and fees will be made after Friday, February 14, 2025 at 5pm.

Remember, your bill charges and financial aid are subject to change if your course registration changes.

1. For fewer than 16 hours you pay a per-credit rate per class.
2. For 16 to 20 hours for the spring semester (excluding ISP), you will pay a flat rate of 16 hours.
3. Registering for more than 20 credit hours for the spring semester (excluding ISP) requires an approved Provost petition.
4. Full-time financial aid is reserved for students who are registered for - and remain enrolled in - at least 12 credit hours for the spring semester (excluding ISP), the full-time enrollment standard.

Term deadlines for allowable course registration adjustments

- During week one (through Friday February 7, 2025 at 5:00PM), you can drop course registration, with a refund. **You must remain enrolled in at least 12 credit hours** for the spring semester (excluding ISP) to remain full time.
- The deadline to withdraw from a course is Friday, April 18. (After week one, use the Add/Drop Form on the Banner Self Service Student tile.)
- With your advisor's approval, you can add/drop courses through week two (February 14, 2025 at 5:00 PM).
- The deadline to add Mod II work is Friday, April 4, 2025. Most financial aid will not be adjusted for Mod II courses added after February 28, 2025. Otherwise, changes to your contract after week 2 will only be considered through a Provost Petition and under extenuating circumstances.
- Contract renegotiations will be permitted after this only to adjust criteria due to the addition of any Mod II courses, or approved exceptions.

Withdrawal with Refund (subject to attendance verification and return of financial aid)

- Friday, February 7, 5:00 PM - 100% tuition and fees refund. Last day to receive 75% refund of Housing and Meal Plan charges; \$200 cancellation fee also applies for housing and meal cancellations.
- Friday February 28, 5:00 PM - last day for 25% tuition and fees refund for students who fully withdraw for the term.
- After 5:01 PM Friday February 28, 2025, students are responsible for all tuition and fees.
- Friday, March 14, 5:00 PM- Last day to receive 25% refund of housing and meal plan charges; cancellation fees applied for housing and meal plan cancellations.
- After 5:01 PM Friday, March 14 students are responsible for all housing and meal charges as well as cancellation fees for housing and meal plan cancellation.

Financial Aid Deadlines & Policies:

- **February 28, 2025 - Financial aid drop/add deadline:**
 - With the exception of Bright Futures, most financial aid (waivers, grants, scholarships and loans) will not be adjusted for course(s) added/dropped after this date.* **This policy applies to any Module 2 courses added after this deadline.** Payment for courses added are due the day the course is added.
 - Any course(s) added/dropped after this deadline count as an attempt for Satisfactory Academic Progress for Financial Aid Purposes.

**Florida Bright Futures Scholarships will be adjusted for any courses added/dropped at any point during the semester. If a student drops below full-time enrollment at any point in the semester (12 credit hours/3 units), their financial aid may be adjusted or canceled. If at any point during the semester a course is canceled, or if a student never attends a course they are registered for, their financial aid may need to be adjusted or canceled.*

Registration and Financial Aid Deadlines

(detailed explanation)

WEEK 1: Add/Drop: February 3 - 7

- **How to register:** Students can add/drop courses online via Online Registration in the Banner 9 Self Service Student tile, and submit their Contract through the SES.
- **Late Fees:** If a student is not registered **for any courses** by Friday, December 20, they will receive a \$50 late registration fee in order to register.
- **Refund Policy:** Students will be refunded full tuition and fees for any courses they drop.
- **Deadlines:**
 - **Friday, Feb. 7, 5PM:**
 - Contract Submission Deadline
 - Last day for 100% tuition and fees refund.

WEEK 2: Course Registration Adjustment and Reinstatement Period: February 10 - 14

- **How to register:** Students can add/drop courses via the [Course Add/Drop Form](#). Online registration is no longer available. Advisor approval is required to add a course.
- **Refund Policy:**
 - Students will be refunded full tuition and fees for any courses they drop with approval of their advisor and the Registrar's Office.
- **Deadlines:**
 - **Friday, Feb. 14 5PM:** Last day to drop a course and receive a 100% refund; Any classes (other than Mod II courses) added after this date will require an approved Provost petition.

WEEKS 3-4: February 15 - 28

- **How to register:** Students, under exceptional circumstances, can add/drop courses via a Provost's Petition. Online registration is not available. Any courses added during this time require Advisor approval and an approved Provost petition.
- **Refund Policy:** For any courses dropped, tuition and fees will not be refunded.
- **Deadlines:**
 - **Friday, Feb. 28, 5PM:**

- Financial Aid Add/Drop: With the exception of Bright Futures, most financial aid will not be adjusted for course(s) added/dropped after this date. **This policy applies to any Module 2 courses added after this deadline.** Any course(s) added/dropped after this deadline count as an attempt for Satisfactory Academic Progress for Financial Aid Purposes;
- Last day for 25% tuition and fees refund for students who fully withdraw from NCF.

After WEEK 4: :

- **How to Register:** After February 28, you cannot add any Mod I or Full Term courses. Mod II Courses may be added until Friday, April 4.
- **Refund Policy:** For any courses dropped, tuition and fees will not be refunded.
- **Deadlines:**
 - **Friday, April 4, 5PM:** Last day to add a Mod II course.
 - **Friday, April 18, 5PM:**
 - Last day to withdraw from a course. No refund of tuition and fees will be issued.
 - Last day to fully withdraw from the College. No refund of tuition and fees will be issued.