

# TUITION REFUND POLICY

The following policy sets forth refunding tuition for those students who officially withdraw from the university in a 14-week session:

Time Period	Charge
Within the 1 <sup>st</sup> week of classes:	Add/Drop period—no charge
Within the 2 <sup>nd</sup> week of classes:	Add/Drop period—no charge
Within the 3 <sup>rd</sup> week of classes	25% of tuition plus all fees are charged
Within the 4 <sup>th</sup> week of classes	50% of tuition plus all fees are charged
Within the 5 <sup>th</sup> week of classes	75% of tuition plus all fees are charged
After the 5 <sup>th</sup> week of classes	100% of tuition plus all fees are charged

The following policy sets forth refunding tuition for those students who officially withdraw from the university in 6- and 7-week sessions:

Time Period	Charge
Within the 1 <sup>st</sup> week of classes:	Add/Drop period—no charge
Within the 2 <sup>nd</sup> week of classes:	50% of tuition plus all fees are charged
After the 2 <sup>nd</sup> week of classes	100% of tuition plus all fees are charged

The following policy sets forth refunding tuition for those students who officially withdraw from the university in 10- and 12-week sessions:

Time Period	Charge
Within the 1 <sup>st</sup> week of classes:	Add/Drop period—no charge
Within the 2 <sup>nd</sup> week of classes:	25% of tuition plus all fees are charged
Within the 3 <sup>rd</sup> week of classes	50% of tuition plus all fees are charged
Within the 4 <sup>th</sup> week of classes	75% of tuition plus all fees are charged
After the 4 <sup>th</sup> week of classes	100% of tuition plus all fees are charged

General fees and deposits are nonrefundable. Upon official withdrawal from the institution, the university will calculate the amount of tuition refund, if any, based on the above schedule. If a student withdraws from the university prior to completing 60% of the semester, the federal government mandates that the student may keep only the federal and state financial aid “earned” up to the time of the withdrawal. After completing 60% of the semester, there is no reduction in federal or state financial aid. Institutional aid will also be calculated on the percentage used.

**Please Note:** Students are not eligible for a refund unless they have officially notified the Registrar and completed all requirements for withdrawal. The effective date of withdrawal is the date on which the Office of the Registrar receives written notice. No refunds will be made until the conclusion of the drop/add period. Students receiving financial aid should contact the Office of Financial Aid to ascertain the effect of a withdrawal on their financial aid eligibility.