

University Refund Policy

Students are responsible for adding, dropping, and withdrawing from courses. This includes the completion and submission of Course Drop forms. The day on which the Office of the Registrar receives the Course Drop form is the official drop date. To avoid a failing grade, students must drop any courses not attended. Students who receive federal financial aid funding should check with the Office of Financial Aid when any changes are made in course registration for the semester. The following refunds and academic notations are applicable:

Drop before first class	100% refund	No notation on transcript
Administrative drop	90% refund	WD on transcript

All students withdrawing from the University or changing enrollment status are issued tuition refunds based on the following scale:

Length of class	Amount of refund	Academic Notation
14 weeks or longer:		
1 st week	100%	No notation on transcript
2 nd , 3 rd , or 4 th week	75%	WD on transcript
5 th or 6 th week	50%	WD on transcript
After 6 th week	None	WD on transcript
After 10 th week	None	WF on transcript
7 to 13 weeks:		
1 st week	90%	WD on transcript
2 nd week	75%	WD on transcript
3 rd week	50%	WD on transcript
After 3 rd week or up to 69% of course completed	None	WD on transcript
70% or more of course completed	None	WF on transcript
1 to 6 weeks or more than 2 course meeting days:		
10% of course completed	90%	WD on transcript
11% to 25% of course completed	75%	WD on transcript
26% to 40% of course completed	50%	WD on transcript
41% to 69% of course completed	None	WD on transcript
70% or more of course completed	None	WF on transcript
2-day courses:		
1 st day	50%	WD on transcript
2 nd day	None	WF on transcript

Additional information

- For purposes of determining refund and academic action, the official date of course drop/withdrawal or University withdrawal is the day upon which properly completed course drop or withdrawal forms are received in the Office of the Registrar.
- The Office of Financial Aid has a separate Refund Policy for returning aid when a student withdraws from a course or the University.
- Students who are suspended or expelled for disciplinary reasons receive no refund on tuition.
- Fees for courses dropped after the add/drop period are not refunded. Drop forms must be filed in the Office of the Registrar in order to avoid receiving a failing grade for the course.
- Room charges are non-refundable.
- Board refunds are made, with appropriately approved exceptions, on a pro-rated basis.
- Through the appropriate action of its administration and Board of Trustees, the University reserves the right to make changes in the above as financial and operational considerations may require. Changes in tuition or fees after publication of this bulletin are printed separately and are made available to all current and prospective students.