

# Withdrawal Refund Policy

7-26-16

Any student who withdraws from the University must give formal notice to the University Registrar. The policy below will be used for all withdrawals from the University with the exception of medical and military service leaves. The official withdrawal date is the date that the student begins the school's withdrawal process at the Registrar's Office, or the date that the student otherwise provided official notification.

Please refer to the Academic Policy section of the University catalog for policies and procedures to formally withdraw from the University. Federal financial aid will be calculated on an earned per diem basis for the academic calendar up to the 60 percent point in the semester. Please refer to the Financial Aid section of the University's catalog for details.

Students may request a review of their withdraw type, date of withdraw, or calculation within 30 calendar days of issuance of the final billing from the University. Requests made after 30 days will not be reviewed.

## **Fall/Spring Tuition, Room and Meal Plan Refund**

Tuition, room and meal plan charges will be refunded according to the following schedule:

1st Week	90% refundable
2nd & 3rd Week	80% refundable
4th & 5th Week	70% refundable
6th & 7th Week	50% refundable
8th & 9th Week	25% refundable
Withdrawal after 9th Week	NO REFUND

## **Five Week Tuition, Room and Meal Plan Refund**

Tuition, room and meal plan charges will be refunded according to the following schedule:

1st Week	90% refundable
2nd Week	50% refundable
3rd Week	25% refundable
Withdrawal after 3rd Week	NO REFUND

## **Seven Week Tuition, Room and Meal Plan Refund**

Tuition, room and meal plan charges will be refunded according to the following schedule:

1st Week	90% refundable
2nd Week	75% refundable
3rd Week	60% refundable
4th Week	40% refundable
Withdraw after 4th week	NO REFUND