

Policy for Refund of Tuition, Fees, Room, and Board Charges

The Student Accounts Office will automatically process tuition refunds for all eligible students. Tuition refunds are calculated from the date of official withdrawal. A withdrawal is considered official when a completed Petition to Withdraw form has been submitted to the Enrollment Services Office and processed by the Office of the Registrar, Financial Aid and Student Accounts. Ceasing to attend classes does not constitute an official withdrawal from a course or from the university. However, a Title IV-unofficial withdraw may be processed as required per federal regulations, which may necessitate the return of federal financial aid.

Students are encouraged to contact the Financial Aid Office and the Student Accounts Office prior to making a decision to withdraw from the university. Many students who withdraw from the university after the last day to drop with refund end up with a balance because they are not eligible to keep 100% of their federal financial aid.

Withdraw from the University

Withdrawal from the University - (16 week courses)

A student, withdrawing from the university during the semester may receive a credit on tuition (room and board not included) according to the following schedule:

Within the first two weeks after semester begins 100%

Within the third week after semester begins 75%

Within the fourth week after semester begins 50%

Within the fifth through eighth week after semester begins 25%

After the eighth week of the semester No refund

Completion of even one course in a semester will make a student ineligible for withdrawal from the university for that semester.

Withdrawal from the University (Non-16 week courses)

A student withdrawing from the university during the semester may receive a credit on tuition (room and board not included) according to the following schedule:

Within add/drop period 100%

After add/drop period No refund

Completion of even one course in a semester will make a student ineligible for withdrawal from the university for that semester.

Withdraw from a Course

A student withdrawing from a course may receive a credit on tuition according to the following schedule:

Within add/drop period- A student may drop from a course and receive a full credit of tuition. No mark will appear on the transcript and there is no charge incurred.

Within withdrawal period- A student may withdraw from a course. However, there will be no credit of tuition. A "W" will appear on the transcript and a fee will be assessed for each withdrawal.

Refer to the University Calendar for add/drop and withdrawal dates.

Room and Board

Room and board charges may be refunded or credited on a prorated basis upon approval of a written appeal. Appeals must indicate extenuating circumstances and be submitted to the Residence Life Office and/or University Card Services.