

# 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 Admissions Office and processed by the Office of the University Registrar, Financial Aid, and Student Accounts.

Ceasing to attend 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.

California Baptist University expects to deliver instruction to its students through its traditional in-person and online formats. By attending the University, students acknowledge this expectation and understand that the University may be compelled to modify course instruction formats due to circumstances or events beyond the University's reasonable control such as acts of God, acts of government, war, disease, social unrest, and accidents. As such, students attending the University assume the risk that circumstances may arise that mandate the closure of the campus or place restrictions upon the University's delivery of instruction. By attending the University, each student understands and agrees that they will not be entitled to a refund or price adjustment for the cost of course instruction if their courses are required to be provided in a modified format which the University deems appropriate under such circumstances.

Students are encouraged to contact the Financial Aid Office and the Student Accounts Office prior to deciding 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.