



PROCEDURE

Refunds Upon Withdrawal

Procedure Administrator: Bursar
Effective Date: July 11, 2012; August 31, 2020; November 17, 2021
Index Cross-References: VI-45: Refunds Upon Withdrawal, Procedure 2018:
Drop/Add and Withdrawal from a Course
Procedure File Number: 6400
Approved By: Dr. Harvey Kesselman, President

A student who withdraws from the University or has a reduction in academic load may be eligible for a refund of a portion of tuition and fees based upon the student's status as full-time or part-time and the timing of the withdrawal from the University or the reduction in academic load. A refund will be issued only if there is a credit remaining after all payments, deposits and financial aid have been applied to the student's account. If the bill is unpaid, there will be a reduction in billed credit hours as described in this Procedure.

I. DEFINITIONS

Full-time (flat rate) status: 12-20 credits

Part-time status: 11 credits or less

II. DETERMINATION OF REFUND

The official date of full withdrawal from the University is the date on which a student submits the required "Withdrawal" form to the Office of the Dean of Students. The official date for withdrawal from a course is the date on which a student drops the course. A student may drop a course on the student Go portal or by submitting a request to Academic Advising or the Office of Student Records.

Refunds of tuition and fees assessed are made in accordance with the following schedule:

- A. All Terms – Before the end of the drop/add period as indicated on the Academic Calendar:
 - Withdrawal from the University: 100% refund of the courses
 - Reduction in load from full-time to part-time status: 100% refund of the courses dropped below full-time status (11 credits or less)
- B. Fall and Spring Terms – Within 15 days after the drop/add period as indicated on the Academic Calendar:
 - Withdraw from the University: 50% refund based on credit hours dropped

- Reduction in load: 50% refund of the credit hours dropped below full-time status (11 credits or less)

C. Summer Term:

- Before the deadline for a 100% refund for dropping courses as indicated on the Academic Calendar: 100% refund of the courses dropped
- Before the deadline for 50% refund for course withdrawal as indicated on the Academic Calendar: 50% refund of the courses dropped

D. All Terms:

- Withdrawal from the University or reduction in load thereafter: No refund.

Additional refunds of some or all of a student's payments of tuition and fees after the end of the drop/add period may be warranted under extraordinary circumstances that are beyond a student's control, including but not limited to military service. Students who hold a tuition insurance policy for the semester in which they intend to withdraw must first contact their insurance provider for information on submitting a claim for a tuition and fee refund. Students who do not hold a tuition insurance policy may submit a request a refund of tuition and fees only under extraordinary circumstances, after the drop/add period, via the online form located on the Late or Medical Withdrawal website

Review History:

	Date
Procedure Administrator	10/27/2021
Divisional Executive	10/29/2021
General Counsel	11/09/2021
Cabinet	11/16/2021
President	11/17/2021