

Policy Number:	<u>AA034EN</u>
Last Review:	<u>Summer 2024</u>

1. PURPOSE

Students who withdraw from courses are entitled to tuition refunds, depending on the time of withdrawal and the student's enrollment status, per this policy.

2. WHO IS AFFECTED BY THIS POLICY

Students, Staff

3. POLICY STATEMENT

Withdrawing from all courses before classes start

Returning, degree-seeking students who decide not to return before the first day of classes are eligible for a full refund, if they notify the Office of the Registrar in writing.

Incoming, degree-seeking students who decide not to attend before the first day of classes are eligible for a full tuition refund. However, they forfeit the non-refundable tuition deposit and the orientation fee (if orientation has started). These students must contact their Admissions Counselor.

Non-degree, part-time students who decide not to attend prior to the start of classes are eligible for a refund, but forfeit the nonrefundable tuition deposit. These students must write to Office of Student Accounting Services.

Withdrawing from all courses after the start of classes

Degree-seeking students withdrawing after the start of classes must contact the Office of Student Development.

Non-degree, part-time students withdrawing after the start of classes must write to the Office of Student Accounting Services.

Once classes have begun, refunds are made according to this schedule: 80% is refunded for withdrawals during the first week of class; 60% is refunded for withdrawals during the second week of class; 40% is refunded for withdrawals during the third and fourth weeks of class; no refund is made after the fourth week of class. No refunds are given for summer classes, after the first day of classes.

Refunds are calculated based on the amount of tuition paid, after grants and scholarships have been deducted. Students who received Title IV loan funds through the US Department of Education, are subject to the return policy outlined in the Code of Federal Regulations (34CFR668.22).

4. RESPONSIBILITIES

The Office of Student Accounting Services processes tuition refunds to students according to this policy.

5. APPROVALS & HISTORY

This long-standing policy was reviewed in Summer 2024. The next review will take place in Fall 2025.

6. ISSUING OFFICE AND CONTACT

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