

REFUNDS

All refunds are processed through the Business Office and normally take about two weeks to receive. Refunds for less than \$20.00 will not be processed for currently enrolled students. Tuition and mandatory fees are refundable according to the schedule below. Special academic fees are non-refundable after the last day of the late registration period. **Miscellaneous fees are non-refundable once assessed.** In addition to the published refund policy, refunds will be adjusted, as needed, for eligible federal financial aid recipients. Those students with internships or teaching sites and places of residence more than 50 miles from the campus may request a refund of up to 50 percent of all mandatory fees other than course-related fees for that semester.

TUITION REFUNDS

Withdrawal from the College and Leave of Absence: Degree-seeking undergraduates or Master of Arts in Teaching Program students (either part- or full-time) who withdraw from the College or take a leave of absence will receive tuition refunds as follows:

- Before classes officially begin, 100 percent of tuition and mandatory fees will be refunded. As of the first day of classes, mandatory fees are non-refundable.
- 80 percent of tuition will be refunded only prior to the end of the second week after the official beginning of classes.
- 60 percent of tuition will be refunded only during the third week after the official beginning of classes.
- 40 percent of tuition will be refunded only during the fourth week after the official beginning of classes.
- 20 percent of tuition will be refunded only during the fifth week after the official beginning of classes.
- After the fifth week of classes, no tuition or fees shall be refunded.

ENROLLMENT STATUS CHANGE

Tuition refunds for all degree-seeking undergraduate and MAT students, whether changing from full-time to part-time status, or, as a part-time student dropping one or more classes while remaining enrolled:

- Before classes officially begin, 100 percent of tuition and mandatory fees are refundable to the student. As of the first day of classes, mandatory fees are non-refundable.
- Before the end of the second week following the official beginning of classes, 80 percent of the tuition payment can be refunded.
- Starting on Monday of the third week following the official beginning of classes, 0 percent refund.

ROOM REFUNDS

For students taking a leave of absence or withdrawing from the College, the room refund schedule is as follows:

- 100 percent less penalty fee as noted on the Housing Contract before classes officially begin.
- 80 percent prior to the end of the second week after the official beginning of classes.
- 60 percent during the third week after the official beginning of classes.
- 40 percent during the fourth week after the official beginning of classes.
- 20 percent during the fifth week after the official beginning of classes.
- No refund after the fifth week following the official beginning of classes. Room refunds must be requested in writing to the Office of Residence Life, as part of being released from the Housing Contract.

Note: Depending upon the date of notification, student-initiated room cancellations may result in a liability for some portion of housing costs in addition to loss of the advance payment. This information is contained on the Housing Contract.

BOARD REFUNDS

All board refunds will be based on weekly meal plan use. This includes students who withdraw or take a leave of absence during the semester.