

## UNIVERSITY REFUND POLICY

<https://www.salemstate.edu/campus-life/student-navigation-center/student-accounts/refund-policy>

All undergraduate (degree-seeking) students who withdraw from school must complete the appropriate paperwork through the academic advising office. All graduate (degree-seeking) students who withdraw from school must complete the appropriate paperwork through the School of Graduate Studies. The date that notification is received from the student will be the official date of withdrawal.

**Credit card payments resulting in a refund will only be applied back to the credit card used.**

Current Refund Policies

### Undergraduate Day Students

The following is the current refund policy for all full-time and part-time day school students **withdrawing from the university**. The policy applies to tuition and mandatory fees for day classes only. Room and board charges are pro-rated based on usage. After the third week, there is no refund for room charges.

Undergraduate day students in a 4+1 undergraduate/graduate program who enroll in graduate-level courses as an undergraduate student will have graduate courses included in the "day" refund policy below.

Undergraduates not in a 4+1 program who enroll in graduate-level courses as a graduate student - please see the policy listed under Refund Policy - Evening and Graduate Classes.

All undergraduate matriculated (degree-seeking) students who **withdraw from the university** must complete the appropriate paperwork through the academic advising office.

### Full Semester (Fall or Spring) withdrawal only

Time of Withdrawal	Percentage of Refund
Through End of Add/drop	100%
Add/Drop +1-7 calendar days	80%
Add/Drop +8-14 calendar days	60%
After Add/Drop +15 calendar days	0%

### Evening and Graduate Classes

The following are the current refund policies for evening and graduate classes. The policy goes into effect beginning in the fall of 2018, along with the new add/drop period for evening and graduate classes. If you have any specific questions regarding your refund, please contact the Student Navigation Center directly.

### Fall and Spring Full Semester Courses

Time of Withdrawal	Percentage of Refund
Through End of Add/drop	100%
Add/Drop +1-7 calendar days	80% tuition only refund

<b>Time of Withdrawal</b>	<b>Percentage of Refund</b>
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Add/Drop +8-14 calendar days	60% tuition only refund
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After Add/Drop +15 calendar days	No Refund
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### **Summer Sessions and other Short Sessions**

<b>Time of Withdrawal</b>	<b>Percentage of Refund</b>
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Add/Drop (1 business day after session start)	100%
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Add/Drop +1-3 calendar days	50% tuition only refund
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Add/Drop +4 calendar days	No Refund
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### **Special Format and Non-Credit Courses**

<b>Time of Withdrawal</b>	<b>Percentage of Refund</b>
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Add/Drop (First class meeting day)	100%
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After Add/Drop	No Refund
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**Refunds are based on session dates of scheduled classes, not on attendance or participation.** The date a student processes their drop/withdrawal (either online via *Navigator* or in-person) is the official date for refund purposes. Refunds will be processed through the student accounts office and sent to students approximately 6 weeks after withdrawal notification by the student. Fees are refundable only during the add/drop period. We are not responsible for finance charges incurred on your credit card statement.

#### *Online courses for the School of Continuing and Professional Studies and Graduate Studies*

Online and hybrid class refunds are based on the start date of the class, which is always the first day of the term/session for the class. Follow refund policies below for School of Continuing and Professional Studies and School of Graduate Studies.

All graduate matriculated students who withdraw from school must complete the appropriate paperwork through the School of Graduate Studies.

### **Accelerated Nursing Program**

[Students in the accelerated nursing program must file a refund appeal.](#)