

University Refund Policy

All undergraduate matriculated (degree seeking) students who withdraw from school must complete the appropriate paperwork through the academic advising office. All graduate matriculated (degree seeking) students who withdraw from school must complete the appropriate paperwork through the School of Graduate Studies. The date and time that notification is received from the student will be the official date and time of withdrawal. If you have any specific questions regarding the refund policy, please contact the bursar's office directly.

REFUND POLICY - 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 only. Room and board charges are pro-rated based on usage: after the third week, there is no refund for room charges.

Tuition and mandatory fees are refundable through the end of the Add/Drop period, exclusive of non-refundable deposit	100%
Tuition and mandatory fees are refundable in the second week of classes.	80%
Tuition and mandatory fees are refundable in the third week of classes.	60%
There is no refund after the third week. A week is defined as five class days.	0%

REFUND POLICY - EVENING AND GRADUATE STUDENTS

The following are the current refund policies currently for evening and graduate students. If you have any specific questions regarding your refund, please contact the bursar's office directly.

Refund Policy for fall and spring semesters:

Withdrawal before 1 st meeting	100% refund less \$20 administration fee
Withdrawal before 2 nd meeting	90% tuition only refund
Withdrawal before 3 rd meeting	50% tuition only refund

Withdrawal after 3 rd meeting	No Refund
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Refund Policy for summer sessions and other short semesters:

Withdrawal before 1 st meeting	100% refund less \$20 administration fee
Withdrawal before 2 nd meeting	90% tuition only refund
Withdrawal after 2 nd meeting	No Refund

Refund Policy for special format and non-credit courses:

Withdrawal before 1 st meeting	100% refund less \$20 administration fee
Withdrawal before 2 nd meeting	50% tuition only refund
Withdrawal after 2 nd meeting	No Refund

NOTE: Refunds are based on dates of scheduled class meetings, not on attendance. Refunds will be processed through the bursar's office and sent to students approximately 6 weeks after withdrawal notification by the student. Tuition and fees are refunded if the university cancels the course. We are not responsible for finance charges incurred on your credit card statement.