

## **2022-2023 Withdrawal Policy**

When a full-time student (a student who is charged the full-time flat rate) withdraws from the university, they must complete an official withdrawal clearance as indicated in either the undergraduate or graduate section of the catalog.

If a part-time student (a student charged a per credit rate) withdraws from the university, they must file an official notice of withdrawal with the Center for Adult and Continuing Education.

When a student drops or withdraws from a course with penalty, tuition will be adjusted at the following percentage rates. All fees are non-refundable. After the Census date of the term that a student is enrolled (the 100% date), there is no refund on any fees (general, course, or major fees).

### **Full Semester Courses (15 weeks fall or spring, 13 weeks summer)**

<u>Time of Withdrawal</u>	<u>Amount</u>
First Week (Census date of term)	100%
Second Week	80 %
Third Week	75 %
Fourth Week	60 %
Fifth Week	50 %
Sixth Week	50 %
Seventh Week	25 %

**Friday is considered the last day of the week for refunds (unless noted otherwise on the academic calendar).**

No refund will be given on Tuition after the seventh week.

### **Seven, Six, Five, and Four Week Courses**

<u>Time of Withdrawal</u>	<u>Amount</u>
On or Prior to the first Friday	100%
On or Prior to the second Friday	60%

### **Room**

<u>Time of Withdrawal</u>	<u>Amount</u>
First Week (Census date of term)	100 %
Second Week	50 %
Third Week	50 %
Fourth Week	25 %

No refund will be given on Room after the fourth week.

### **Board**

<u>Time of Withdrawal</u>	<u>Amount</u>
First Week (Census date of term)	90 %
Second Week	80 %
Third Week	75 %
Fourth Week	70 %
Fifth Week	60 %
Sixth Week	50 %
Seventh Week	40 %

No refund will be given on Board after the seventh week.

**\*Disruptions mandated as a result of COVID-19 WILL NOT result in adjustments for unused room and board.**