

**Withdrawal**

Withdrawing from all classes requires a student to complete a Withdrawal from School Form. It is the student's responsibility to complete this form. Failure to do so after the student has registered for classes will result in the student being responsible for all applicable charges. Freshman and first year transfer students complete this form with their admissions counselor. All other undergraduate students may complete the form in the Records Office. Graduate students complete their Withdrawal Form with their graduate advisor. Refunds on charges will be calculated according to the date the form is submitted.

It is understood as each student enters for at least one term, the University assumes the expense of making provisions accordingly. Therefore, a student's withdrawal does not materially reduce the costs to the University. Tuition refunds are pro-rated from the date withdrawal is approved by the Records Office as follows in the case of a course load status change, such as: overload to full-time, full-time to part-time, a reduction of course load within the part-time status, or complete withdrawal/dismissal from the University.

The published refund schedule is as follows:

FIFTEEN AND SIXTEEN WEEK CLASSES

Withdrawal on the 1st day 100% of tuition

(less adm. wd. fee)

Withdrawal after 1st day through end of 2nd week 90% of tuition

Withdrawal during 3rd and 4th weeks 50% of tuition

Withdrawal during 5th through 8th weeks 25% of tuition

Withdrawal after 8th week 0% of tuition

TWELVE WEEK

Withdrawal on the 1st day 100% of tuition *(less adm. wd. fee)*

Withdrawal after 1st day through end of 2nd week 90% of tuition

Withdrawal during 3rd and 4th weeks 50% of tuition

Withdrawal during 5th through 8th weeks 25% of tuition

Withdrawal after 8th week 0% of tuition

TEN WEEK

Withdrawal on the 1st day 100% of tuition

(less adm. wd. fee)

Withdrawal after 1st day through end of 1st week 90% of tuition

Withdrawal during 2nd and 3rd weeks 50% of tuition

Withdrawal during 4th through 5th weeks 25% of tuition

Withdrawal after 5th week 0% of tuition

EIGHT WEEK

Withdrawal on the 1st day 100% of tuition

(less adm. wd. fee)

Withdrawal after 1st day through end of 1st week 90% of tuition

Withdrawal during 2nd week 50% of tuition

Withdrawal during 3rd and 4th weeks 25% of tuition

Withdrawal after 4th week 0% of tuition



FIVE WEEK

Withdrawal on the 1st day 100% of tuition
(less adm.wd. fee)

Withdrawal after 1st day through end of 1st week 90% of tuition

Withdrawal during 2nd week 50% of tuition

Withdrawal during 3rd week 25% of tuition

Withdrawal after 3rd week 0% of tuition

FOUR WEEK

Withdrawal on the 1st day 100% of tuition
(less adm.wd. fee)

Withdrawal on the 2nd day 90% of tuition

Withdrawal on the 3rd through 4th day 50% of tuition

Withdrawal on the 5th through 8th day 25% of tuition

Withdrawal after 8th day 0% of tuition

THREE WEEK

Withdrawal on the 1st day 100% of tuition
(less adm. wd. fee)

Withdrawal on the 2nd day 90% of tuition

Withdrawal after 2nd day through end of 1st week 50% of tuition

Withdrawal during 2nd week 25% of tuition

Withdrawal after 2nd week 0% of tuition

TWO WEEK

Withdrawal on the 1st day 100% of tuition
(less adm. wd. fee)

Withdrawal on the 2nd day 90% of tuition

Withdrawal on the 3rd day 50% of tuition

Withdrawal on the 4th or 5th day 25% of tuition

Withdrawal after the 5th day 0% of tuition

REFUNDS FOR RESIDENT STUDENTS

Room deposits and all other fees are non-refundable in case of withdrawal from the University. If a residence hall student voluntarily moves out of the residence halls during the contract period, room and board will be refunded in a similar manner as tuition. Vacate forms must be approved by the Director of Residence Halls and the Dean of Students before any refund is made.