

Refund Policy - Matriculated & Non-Matriculated Students

1. Definitions For purposes of this section:

- a. "Official withdrawal" means the student's timely and complete execution of documents required by a college to accomplish formal removal from, as appropriate to the context, the college or its course(s), residence and/or meal plan; and
- b. "Unofficial withdrawal" means any absence without the notice required for an official withdrawal.

Tuition Refunds*

Official withdrawal from College or course within 6 business days of the semester's first day of classes	100% refund
Official withdrawal from College or course between 7 and 10 business days of the semester's first day of classes	50% refund
Official withdrawal from College or course after 10 business days of the semester's first day of classes	NO refund
Course canceled by College	100% refund

Refunds of Room and Board Charges

- a. College residence cancelled by college: 100% of room and board charges
- b. Official withdrawal from college residence prior to the:
 1. Semester's first day of classes: 100% of room and board charges
 2. End of the semester's second week of classes: 80% of room and board charges
 3. End of the semester's third week of classes: 60% of room and board charges
 4. End of the semester's fourth week of classes: 40% of room and board charges
 5. End of the semester's fifth week of classes: 20% of room and board charges
- c. Official withdrawal from a college residence after the end of the semester's fifth week of classes: 0% of room and board charges
- d. Unofficial withdrawal from a college residence at anytime: 0% of room and board charges

Exceptions: Notwithstanding the foregoing, the following exceptions apply:

- a. Refunds for room and board cancelled after a semester begins due to a *force majeure* or like event will be prorated; and
- b. Colleges may also provide exceptions on a case-by-case basis for students who present unusual and compelling medical or other significant extenuating circumstances. Each college shall adopt a form and process for reviewing student response for such exceptions.

Note:* For purposes of calculating refunds, the attendance period begins on the first day of the academic semester and ends on the date the student **notifies the Registrar's Office in writing of her/his withdrawal.

Resident students who must move out of the residence halls to participate in a field experience internship to meet a curriculum requirement may be eligible for a refund of the unused portion of room and board expenses.

**Students receiving Federal Financial Aid Funds are subject to mandated federal refund procedures upon withdrawal from the college. Please see page 13 for details.*