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.