

TUITION CANCELLATION POLICY

An official withdrawal from classes may entitle a student to a refund of tuition paid or a reduction of costs incurred. It is important to note that *all charges and cancellations are based upon tuition commitments for the full semester*. The effective date of withdrawal and cancellation, if any, will be the date when formal application is filed with the Office of the Registrar or the date of official withdrawal using Web registration. In cases when withdrawal is made by mail, the official withdrawal date will be the date of the postmarked envelope.

Students using payment plans or receiving financial aid are responsible for completing all payments if a balance exists after the cancellation of tuition. Please note that *all fees are non-refundable after the first day of the semester and only tuition will be cancelled according to the following schedule*.

Fall or Spring Semester

Date of Withdrawal	Percent Cancellation
Before the first day of the semester	100%
Week 1	80%
Week 2	60%
Week 3	40%
Week 4	20%
Week 5	20%
After the fifth week of the semester	0%

Summer Sessions

Date of Withdrawal	Percent Cancellation
Before the first day of the semester	100%
Week 1	75%
Week 2	50%
After the second week of the semester	0%

Interession (January Session Prior to the Spring Semester)

Date of Withdrawal	Percent Cancellation
Before the first day of the semester	100%
During the first two days of the term	90%
During the third and fourth days of the term	50%
Between the fifth and ninth days of the term	25%
After the ninth day of the term	0%

Financial Aid Recipients

The College is required to recalculate all aid eligibility for the semester if a student **completely withdraws** from school and was eligible for federal grants and loans. The student will be responsible for any balance due to the College as a result of a reduction in financial aid funds.

Exception to Policy

If a student believes that he or she has an extraordinary situation that warrants an exception to the tuition cancellation policy. A written request along with supporting documentation must be submitted to the Director of Bursar.

In case related to medical withdrawals, the Dean of Students will review and approve the academic withdrawal. Final approval for all financial adjustments will be made by the Director of the Bursar's Office.