

WITHDRAWAL AND REFUNDS

FALL 2016

Any student who is suspended or dismissed by college authorities shall not be entitled to any refund of tuition or room charges.

Tuition:

Any student who desires to withdraw from one or more classes must obtain written approval from the Registrar's Office. The date on which such written approval is received from the Registrar's Office determines the amount of refund, and failure by the student to obtain such approval makes the student ineligible for any refund.

Housing:

Any student who desires to withdraw for personal reasons during the semester shall receive a refund of the unused charges less \$120.00 provided he or she has obtained written approval from the Dean of Students Office. Such withdrawals shall be dated as of the end of the calendar week in which the student moves out of the room.

Board:

Any student who desires to withdraw for personal reasons during the semester shall receive a refund of the unused charges provided he or she has obtained written approval from the Dean of Students Office. Such withdrawals shall be dated as of the end of the calendar week in which the student moves off campus.

Refunds for approved withdrawals shall be based on the following schedule:

Week of Withdrawal	Tuition Refund	Room Refund	Board Refund
1 st – Ending 8/26	100%	93%	93%
2 nd – Ending 9/2	100%	87%	87%
3 rd – Ending 9/9	80%	80%	80%
4 th – Ending 9/16	60%	73%	73%
5 th – Ending 9/23	40%	67%	67%
6 th – Ending 9/30	20%	60%	60%
7 th – Ending 10/7	0%	53%	53%
8 th – Ending 10/14	0%	47%	47%
9 th – Ending 10/21	0%	40%	40%
10 th – Ending 10/28	0%	33%	33%
11 th – Ending 11/4	0%	27%	27%
12 th – Ending 11/11	0%	20%	20%
13 th – Ending 11/18	0%	13%	13%
14 th – Ending 11/25	0%	7%	7%
15 th – Ending 12/2	0%	0%	0%

Any student who reduces his or her credit hours to less than twelve with written approval of the Registrar's Office shall receive a refund for the difference in total tuition charges according to the above schedule.