

REFUND NOTICE

SPRING SEMESTER 2014

Last Day for Refunds - February 12, 2014

REFUND POLICY: It is to the financial advantage of all students withdrawing, or dropping classes to do so as early in the semester as possible. Refunds for tuition and required fees (excluding room and board charges which are determined by contractual agreement and the Student Health Insurance Plan*) will be made as follows for students who withdraw or drop to a lower block of credit hours:

- January 13 - January 17, 2014 tuition and required fees will be refunded at 100%;
- January 18 - January 27, 2014 tuition and required fees will be refunded at 75% minus a \$25 non-refundable processing fee;
- January 28 - February 5, 2014 tuition and required fees will be refunded at 50% minus a \$25 non-refundable processing fee;
- February 6 - February 12, 2014 tuition and required fees will be refunded at 25% minus a \$25 non-refundable processing fee;
- Beginning February 13, 2014, refunds will not be considered. If a student wishes to appeal, the process must be initiated in writing to the Tuition Refund Appeals Committee.

No refunds will be considered after the designated limited refund period(s). To officially withdraw, a student must give written notice to the Office of the Registrar.

Policy Exception:

- Special Course Fees: No refunds available after the first five (5) class days starting with the first official day of classes for the University.
- Student Health Insurance: No refunds available after the first ten (10) class days starting with the first official day of classes for the University.

*Refer to contracts, catalogs, or contact the appropriate department/office for more details

REFUND SCHEDULE

January 13 - January 17.....	100% Refund
January 18 - January 27.....	75% Refund
January 28 - February 5.....	50% Refund
February 6 - February 12.....	25% Refund