

# REFUND NOTICE

## SPRING SEMESTER 2016

*Last Day for Refunds - February 8, 2016*

**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 11 - January 15, 2016 (first five consecutive class days starting with the first official day of classes for the University) tuition and required fees will be refunded at 100%;
- January 16 - January 25, 2016 (6-10 consecutive class days) tuition and required fees will be refunded at 75% minus a \$25 non-refundable processing fee;
- January 26 - February 1, 2016 (11-15 consecutive class days) tuition and required fees will be refunded at 50% minus a \$25 non-refundable processing fee;
- February 2 - February 8, 2016 (16-20 consecutive class days) tuition and required fees will be refunded at 25% minus a \$25 non-refundable processing fee;
- Beginning February 9, 2016 (21st consecutive class day) 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 11 - January 15, 2016 .....	100% Refund
January 16 - January 25, 2016 .....	75% Refund
January 26 - February 1, 2016 .....	50% Refund
February 2 - February 8, 2016 .....	25% Refund