



REFUND NOTICE

SPRING SEMESTER 2018

Last Day for Refunds - February 5, 2018

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 8 - January 12, 2018 (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 13 - January 22, 2018 (6-10 consecutive class days) tuition and required fees will be refunded at 75% minus a \$25 non-refundable processing fee;
- January 23 - January 29, 2018 (11-15 consecutive class days) tuition and required fees will be refunded at 50% minus a \$25 non-refundable processing fee;
- January 30 - February 5, 2018 (16-20 consecutive class days) tuition and required fees will be refunded at 25% minus a \$25 non-refundable processing fee;
- Beginning February 6, 2018 (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 are available after the first five (5) class days starting with the first official day of classes for the University.
- **Student Health Insurance:** No refunds are 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 8 - January 12, 2018	100% Refund
January 13 - January 22, 2018	75% Refund
January 23 - January 29, 2018	50% Refund
January 30 - February 5, 2018	25% Refund