Policy Number 75-9
Last Revised 12/12/11

REFUNDS OF TUITION AND FEES

The flat rate tuition plan, initiated fall of 2001 for undergraduates, charges a single rate for 12 to 20 credits each term. Undergraduate students whose withdrawal from a course reduces total credits for the quarter below 12 credits, and all graduate students, will have tuition refunded on the schedule noted below.

Official withdrawal (full or partial) fall, winter, or spring terms:

Effective fall quarter, 2009

Through the last day to add/drop	100 percent
Through Saturday of the 2nd full week of the term**	90 percent
Through Saturday of the 3rd full week of the term**	75 percent
Through Saturday of the 4th full week of the term**	50 percent
Thereafter	No refund

**A full week of the term is defined as Monday through Sunday.

Official withdrawal (full or partial) summer term:

4 week and Intersession:	Through the last day to add/drop	100 percent
	Thereafter	No refund
8 week session:	Through the last day to add/drop	100 percent
	Through Saturday in the 2nd week	50 percent
	Thereafter	No refund
Short courses:	On or before the second meeting date	100 percent
(Noted in the schedule)	Thereafter	No refund

The official date of withdrawal for graduate students is the date of the on-line withdrawal transaction. For undergraduate students, who must use the withdrawal form, the official date of withdrawal is the date of the first signature by a university official. However, if the form is not submitted to the Office of the Registrar within five days after the first official signature, the official date of withdrawal will be the date the completed form was received by the Office of the Registrar.

For financial aid recipients who completely withdraw, any refund is applied first to the student's financial aid source(s) in accordance with federal, state and institutional guidelines. Credit balance refunds created by withdrawal adjustments will be remitted to the student by check or direct deposit.

Hardship Withdrawal Refund

Tuition refunds for those receiving HW grades generally follow the tuition refund policy based upon the official date of withdrawal. However, students may request a full tuition refund when there is a death in the immediate family (parents, children, and/or siblings) or if the student was hospitalized for three (3) or more consecutive days in the quarter. Other hardship conditions are considered on a case by case basis and may or may not be granted a tuition refund.

1. A refund request is made by submitting a letter addressed to the Director of Student Financial Services in which the student explains the circumstances and rationale for the refund request. This letter is submitted with the required documentation provided in the petition for the hardship withdrawal.
2. Refund requests are decided and acted upon within sixty (60) days of receipt of the request by the Director of Student Financial Services.
3. All refund requests must be made no later than the end of the quarter following the quarter in which the hardship withdrawal was initiated.
4. A refund of tuition following a hardship withdrawal is limited to one time only.

For more information on withdrawals, see the academic ***Withdrawal Policy (75-22)***.

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