

Withdrawal Obligations, Class Withdrawal, and Refunds

A student must properly withdraw from the College in order to qualify for any credit or refund. Credit for tuition and room charges are as follows: 90% during 1st week, 80% during 2nd week, 70% during 3rd week, 60% during 4th week, 50% during 5th week, and no credit or refund for tuition and room after the 5th week.

Procedures for withdrawing for students registering during early registration are the same as for those registering in August and January. A \$100 fee will be charged for students who officially withdraw from school after registering early. Students who register early must officially withdraw and must not have attended any classes or resided on campus to qualify for the reduced fee. Otherwise, credit for tuition and room charges as listed in the paragraph above will apply.

Withdrawal obligations for Adult Degree Program and Lifetime Learning are as follows:

Adult Degree Program

A tuition refund of 90% will be made if the student withdraws before the second class meeting. A tuition refund of 45% will be made if the student withdraws before the third class meeting. There will be no refund for withdrawals beyond the third class meeting. When a student enrolls, an academic services fee is automatically charged to the student. This fee is non-refundable.

Online Courses

A tuition refund of 90% will be made if the student withdraws before the end of the first week of the online session. A tuition refund of 45% will be made if the student withdraws before the end of the second week of the online session. There will be no refund for withdrawals beyond the second week of the online session.

Lifetime Learning

If a student feels he will be unable to meet the requirements of the course, he may withdraw from the course without penalty by September 15 (fall semester), February 1 (spring semester), or June 1 (summer session). There will be no credit or refund beyond those dates. The withdrawal should be submitted in writing to be received in this office on or before the required date.

Any dormitory student who voluntarily decides to be a commuter (off-campus) student (must be approved in writing by the Dean of Students) will be subject to the above room credit or refund schedule.

Note: This does not apply to classes dropped while remaining in school. A student must properly drop the course during drop/add week to avoid payment of tuition. Students who properly drop classes after drop/add week must still pay full tuition for these classes. Upon written recommendation of the choral director, some students associated with traveling groups may be given through the Monday following the drop/add date to make adjustments in their schedules without penalty.

Credit or refunds for meals (board) will be effective the week of withdrawal. No credit is given for meals missed, since the semester rate is based on the assumption that students miss some meals (and would be higher if the rate were calculated on a per-meal basis). Also, takeout meals are available for those whose work conflicts with normal dining hours.

The academic services fee and miscellaneous fees are not refundable.

No refunds are given for unofficial withdrawal from classes/college.

The monthly payment schedule does not reflect in any way the student's financial obligation upon withdrawal. Also, financial aid will be adversely affected.