



## Refund Policy



Financial Aid refunds are processed by the Business Office.

### Refund for Reduction of Course Load

A student who elects to drop a course for which he has registered and paid fees shall receive a refund of fees only if notice is given to the Office of the Registrar on or before the last day to make course changes as indicated in the university calendar.

### Refund for Formal Withdrawal for Tuition, Fees and Student Housing

Students desiring refunds must formally withdraw from the University at the Office of the Registrar or online in PAWS under Student Services.

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on a approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount equals 60 percent.

Students who withdraw from the institution when the calculated percentage of completion is greater than 60 percent, are not entitled to a refund of any portion of institutional charges.

A full refund of tuition and other mandatory fees shall be made in the event of the death of a student at any time during the academic session.

\*\*Please note: This refund policy is for students who formally withdraw. This refund policy does not affect the drop/add period or current refund policy for dropped courses during this period.