

Refund Policy

Refunds for dropping a course or withdrawing from the University are based on the official date of drop or withdrawal, not on the date of last attendance. **Failure to attend a class does not constitute dropping or withdrawing from it.** You can drop classes online, however, if you intend to drop all of your classes (withdraw) you need to contact the Registrar’s Office to complete the necessary paperwork.

Refunds are pro-rated depending on the date of drop or withdrawal. Please consult the reimbursement schedule determine your refund eligibility.

[Registrar Withdrawal and Cancellation Procedures](#)

Spring 2024 Refund Schedule

Reimbursement Schedule for Dropping

Students are entitled to reimbursement of tuition and comprehensive fees based on the following schedule should they need to drop a course(s) and are **still enrolled in at least one other course.**

16-Week Courses		
DATE	REIMBURSEMENT	
Prior to January 15	100%	
January 16 – February 2	100%	
After February 2	0%	
First 8-Week Courses		Second 8-Week Courses
DATE	REIMBURSEMENT	DATE
Prior to January 15	100%	Prior to March 11

January 15 – January 24	100%	March 11 – March 20
After January 24	0%	After March 20

Reimbursement Schedule for Withdrawing

Students withdrawing from all courses for a semester are entitled to reimbursement of tuition and comprehensive fees based on the following schedule.

16-Week Courses		
DATE	REIMBURSEMENT	
Prior to January 15	100%	
January 16 – January 19	100%	
January 20 – January 26	80%	
January 27 – February 2	60%	
February 3 – February 9	40%	
February 10 – February 16	20%	
After February 16	0%	
First 8-Week Courses		Second 8-Week Courses
DATE	REIMBURSEMENT	DATE
Prior to January 15	100%	Prior to March 11
January 16 – January 19	100%	March 11 – March 15
January 20 – January 26	50%	March 16 – March 22

After January 26	0%	After March 22
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Housing and Meal Plans

Students who are assigned housing and meal plans, wishing to withdraw need to submit an Intent to Vacate form. **Students will be charged on a daily prorated basis** until that form is submitted to the Office of Residence Life.

[Intent to Vacate University Housing](#)