

# IMPORTANT INFORMATION FOR STUDENTS WITHDRAWING FROM SCHOOL

## REFUND INFORMATION

### **TUITION**

A student granted permission to withdraw from the University would be entitled to a refund of tuition in accordance with the following schedule:

#### Refund/Adjustment Schedule

First Week	100% tuition and fees
Second Week	70% tuition only
Third Week	50% tuition only
Fourth Week	30% tuition only
Fifth Week and After	NO REFUND

Students will be billed any portion of tuition due which is not paid.

The first day classes are offered is considered the first day of the semester; the first week of classes for tuition refund for tuition refund purposes shall be deemed to have ended when seven calendar days, including the first day of scheduled classes, have elapsed. *Questions - Contact Office of Student Accounts 777-2702*

### **FEES**

All fees are non-refundable as of the end of the first week of classes and will be billed if not paid. Students enrolled in the accident and sickness insurance plan will remain covered unless the student withdraws during the first 30 days of the semester.

### **ROOM**

Students who withdraw from the University are assessed a prorated room charge based on the date the student removes his/her belongings from the room, completes a room inventory and returns the room keys to a member of the Residential Life Staff. The prorated charge is calculated by multiplying the weekly room charge by the number of weeks housed plus \$125.00.

*Questions - Contact the Office of Residential Life 777-2321*

### **BOARD**

The amount of a Resident dining plan refund is a percentage of the total meal plan paid for that semester, determined according to a prorated weekly schedule. The same prorated percentage is applied to both the cost of the operations component and the discretionary component. An eligible student will receive the anticipated refund. For the purpose of prorating refunds, weekly increments are used; and students whose dining plans have been in force for any part of a week will be charged for the full week. The refund will be prorated according to the following schedule:

#### **At the End Of: Prorated Refund:**

Week 1	85%	This policy applies only to Resident dining plan costs for that particular semester. No refund can be made, under any circumstances or at any time, of any part of a discretionary fund balance transferred forward from the fall to the spring semester. Additional discretionary deposits made to a student's account prior to the ninth week of the semester will be refunded in accordance with the prorated refund schedule given here. Additional deposits made after the 9 <sup>th</sup> week will not be refunded. <i>Questions - Contact Dining Service - 777-2991</i>
Week 2	75%	
Week 3	65%	
Week 4	55%	
Week 5	45%	
Week 6	35%	
Week 7	25%	
Week 8	15%	
Week 9	5%	
Week 10	0%	

IF YOU ARE A FINANCIAL AID RECIPIENT THERE IS  
IMPORTANT FINANCIAL AID INFORMATION ON REVERSE SIDE

