

Refund Policy

Withdrawal or Refund Fees

For one reason or another, a student who is compelled to leave the University at any time during an academic session year should secure a form for withdrawal from the Office of the Registrar. Students will forfeit their right to refund if the withdrawal action described above has not been followed. The effective date (stamped) used in computing refunds is when the withdrawal form is filed in the Office of the Registrar.

A student withdrawing from the University will be credited for tuition and fees under the following schedule: a "Stop Payment" on a check at the student's bank, failure to pay the Term bill, or failure to attend classes does not comprise a withdrawal. A request for a refund must be processed through the Bursar Office; otherwise, any credit on student's accounts will automatically be carried over to the next Term. Cancellation of Registration - submitted to the Office of the Registrar before the official first day of classes entitles the student to full credit of Term's tuition. Students who withdraw from the University receive a refund of a percentage of their tuition as defined by this policy.

A student who elects to pay their tuition on the installment plan and then withdraws from the University may still owe a portion of the tuition and fees. Likewise, a student who defers their tuition to scholarships and grants from the University or other agency, and withdraws before the aid disburses may be responsible for a portion of the tuition. A hold will be placed on the student's record until all financial obligations are met. Tuition and fees awarded through scholarship or grant from from the University or an agency on behalf of a student receiving a refund under this policy shall be reimbursed to the University or such agency. It is the student's responsibility to withdraw officially in accordance with university regulations that are set out in this Refund Schedule.

The Chancellor is authorized and empowered to take or cause to be taken any and all such other and further action as, in the judgment of the Chancellor, may be necessary, proper, convenient or required in connection with the execution of this policy. This withdrawal and refund policy applies to both undergraduate and graduate students.