

Exceptions to Policy

If, because of extenuating or other documented extraordinary circumstances, the student has withdrawn from the course(s) after the university's published deadlines, the student must complete the Tuition Appeal Form and submit it along with supporting documentation for consideration to receive a tuition and/or fee adjustment. A student pursuing an exception to the policy should contact the Office of Students Services at StudentsServices@Leighton-edu.us to initiate the appeals process.

The University Tuition Refund Appeals Committee will not consider requests after the midterm of the succeeding Term as published in the Academic Calendar. Determinations are made exclusively at the discretion of the Committee and may not be appealed further.