

# Purpose of the Policy

This policy intends to establish general and specific guidelines for a tuition and fees refund and ensure that refunds are considered for students who have extenuating circumstances according to the University's approved standards. The University's policy is to refund student tuition and fees if notified of a class change or dropped classes within an appropriate time. Students dropping courses before the first day of the Term will be entitled to have 100% of the tuition canceled through the end of the Add/Drop Day. Courses dropped on or after the Add/Drop Day day of the Term are subject to the refund schedules outlined in this policy, which govern the prorated cancellation of a Term tuition charges in cases of program adjustment or withdrawal. Students with documentable and extenuating circumstances may submit an appeal to be considered for an additional tuition refund. The refund appeals process is outlined within this policy.