

Refund Policy

Students may be qualified for a refund if they drop classes within the published refund period. If a withdraw after the published refund period ends, the student will not be eligible for a refund. To get a refund, a course must be officially dropped by the refund deadline. Review the refund schedule that is applicable for all 8-week Terms.

Definitions

Week of Classes: Monday through Sunday

Tuition: Charged for the number of courses on the student account.

Mandatory Fees: Mandatory Fees mean fees charged to students for a specific purpose, activity, or service, including but not limited to technology, student record, and activity fees.

Service/Miscellaneous Fees: Fees charged for specific services, including but not limited to language placement, graduation fines.

Tuition Refund Schedule

Drop Deadline	Amount of Tuition Refunded	Amount Mandatory Fee Refunded	Amount Service/Misc Fee Refunded
End of Add/Drop	100%	100%	100%
After the last day of add/drop; but not later than the end of the third week of classes	70%	0%	0%
End of the third week of classes through the 5th day of the fourth week of classes	40%	0%	0%
From the 6th day of the fourth week of classes	0%	0%	0%

Note: Refund amounts above are for dropped courses. The Standard part-time rate will be charged for all classes in which the student remains registered.

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If, because of extenuating or other documented extraordinary circumstances, the student has withdrawn from the course(s) after the University's published deadlines, the student must complete the Tuition Appeal Form and submit it along with supporting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 subsequent Term's midterm as published in the Academic Calendar. Determinations are made exclusively at the discretion of the Committee and may not be appealed further.