



Refund Policies

Financial aid funds (credit balances) from any source will not be available to students until on or around the first day of classes; please see Disbursement policy for more details. Enrollment status will be verified prior to financial aid being applied to a student's account or a credit balance disbursed.

1 Refund of Tuition

1.1 Date of Withdrawal

The institution will maintain the student's withdrawal date in the Banner System and will keep the written withdrawal documentation for three years.

1.1.1 Official Withdrawals

The official withdrawal is the date the student submitted a completed Add/Drop Form, submitted a letter requesting a complete withdrawal, or orally notified Student Academic Services of their intent to completely withdraw. The student's official withdrawal date may also be the day they dropped all their courses via the Web. At the institution's option, any earlier or later date, which the institution documents as the last date of academically related activity by the student, may become the official withdrawal date.

1.1.2 Unofficial Withdrawals

1.1.2.1 If a student does not provide proper written notice to Student Academic Services, financial obligations will remain binding, regardless of whether classes were attended or whether any contracted services were utilized.

1.1.2.2 For the return of Title IV funds, if a student does not officially withdraw from all their courses, the mid-point of the payment period will be used as the official withdrawal date. At the institution's option, any earlier or later date, which the institution documents as the last date of academically related activity by the student, can be used. Another date, determined by the institution, related to an accident, illness, grievous personal loss, or other circumstances beyond the student's control, which prevented the student from withdrawing officially, could also be used.

1.2 Schedule of Tuition & Refunds

The schedule of tuition refunds for the traditional 10-week quarter is as follows. A week is defined as five business days beginning on the first day of regular classroom instruction. Refunds for music fees will follow the same schedule, except that no refunds for individual or class instruction in applied music will be given.

First week of quarter	100%
Second week of quarter	75%
Third week of quarter	50%
Fourth & Fifth week of the quarter	25%
Sixth & following weeks of the quarter	0%

Refund of Housing and Food (Meal Plans)

2. [Schedule of Room and Meal Plan Refunds](#)

The schedule of room and meal plans is as follows. The first week of the Quarter begins after the first day of classes and ends at midnight on the following Monday.

First week of the quarter	90%
Second week of the quarter	75%
Third week of the quarter	50%
Fourth & Fifth week of the quarter	25%
Sixth & following weeks of the quarter	0%