

## Refund Policy

### TUITION/FEE ADJUSTMENT POLICY

- a. A student who enrolls on a full-time basis for a fall or spring semester and drops to part-time status during the first four weeks of the semester will have his or her tuition adjusted to the part-time student tuition rate. **\*No adjustments in tuition will be made for Part-time or Full-time students after the first four weeks.**
  
- b. No adjustments for Full-time or Part-time fees will be made after the late registration period. **\*Fees are non-refundable.**

### Adjustment Rates

Fall & Spring Semesters:	Summer Semester:		Refund Percentages:
Day, Night, Online	Day, Night	Online	
One week or less	After 1st class	After 3 days	90 percent
Less than two weeks	After 2nd class	After 6 days	75 percent
Less than three weeks	After 3rd class	After 9 days	50 percent
Less than four weeks	After 4th class	After 12 days	25 percent
Four or more weeks	After 5th class	After 15 days	0 percent

- c. Room rent per semester is non-refundable.
  
- d. Board is refunded on the basis of days left in a semester after the day in which the withdrawal occurs. The activity date (date the cut-out, drop, or withdrawal goes into effect) is the date the business office uses to calculate refunds.