

## Tuition Refund Policy for the School of Graduate, Adult and Professional Education (SGAPE)

- Student may drop from a course up to 7 calendar days after the first class meeting for a full refund.
  - Student dropping from a course 8 calendar days or more after the first class meeting will receive no refund.
  - Courses that have a condensed meeting schedule will have no refund available after the first class meeting.
  - All drops must be done in writing to your academic advisor.
1. Notifying the instructor that you want to drop a course does not officially withdraw a student from a course.
  2. Non-attendance in a course will not constitute a drop.
  3. Students who do not officially drop a course will be financially responsible for the entire cost of the course.
  4. Students who are expelled or suspended from the University during the course of an academic term are responsible for all financial obligations.

**Note:** Course/Program withdrawal must be in writing to your academic advisor. The date of notification will be used for tuition adjustment calculations.

**Caution:** For financial aid recipients, dropping a course or withdrawing from the program may result in your aid being returned back to the lender or the grant source. This may cause your account to have a debit balance with the university which must be repaid. Please consult with your financial aid counselor before withdrawing from courses.

Note: The University reserves the right to change its tuition rate and fees without further notice. In addition, University policies and procedures may change at any time.