

## Tuition Refund Policy for Traditional Programs at the Mesa Campus

1. Three-day cancellation: An applicant who provides written notice of cancellation to the Enrollment Center within three days (excluding Saturdays, Sundays and federal and state holidays) of signing an Enrollment Agreement will receive a refund of all monies paid. No later than 30 calendar days of receiving the notice of cancellation, the University will provide the full refund.
2. Applicants who provide written notice of cancellation more than three days after signing the Enrollment Agreement and making an initial payment, but prior to the commencement of classes, are entitled to a refund of all monies paid (minus the application fee of \$40).
3. To be eligible for a tuition refund after the commencement of classes:
  - a) The student must officially withdraw from a course within the timeframes set out in the Tuition Refund Timetable below, and
  - b) After the official withdrawal from a course or courses, be enrolled less than full time (less than 12 semester credit hours).
4. Students maintaining a full-time enrollment of 12 or more credit hours in the term, after the official withdrawal from a course or courses, are not eligible for a refund.
5. Students who are expelled, administratively withdrawn or suspended from the University during the course of an academic term are not eligible for a tuition refund and are responsible for all tuition, fees and other costs incurred.
6. Recipients of federal financial aid who drop a course or withdraw from the University are subject to Return of Title IV Funds Regulations. Dropping a course or withdrawing from the University (officially or unofficially, such as by non-attendance) may result in a portion or all of financial aid being returned back to the Department of Education. This may result in a debit balance to the student's account with the University which the student is responsible to pay.
7. The amount of refund, if any, is determined by the date the student successfully completes the drop in MyBenU; or the date the completed Add/Drop or Withdrawal Form is received by the University. See the Tuition Refund Timetable for timeframes and refund percentages.
  - a) Students who do not officially drop a course in MyBenU or in writing will be financially responsible for the entire cost of the course.
  - b) Notifying the instructor of intent to drop a course and/or non-attendance in a course does not constitute an official withdrawal for purposes of eligibility for refunds by the University to the student.
  - c) Tuition credit for complete withdrawal will be made only after the proper withdrawal notification has been submitted.
  - d) If the drop results in a credit balance on the student's account, refunds will be issued within 30 days of the official drop or withdrawal date.
8. To officially withdraw from a course after the commencement of classes, all students should use MyBenU to complete the withdrawal, or complete the ADD/DROP FORM and return the form to the Office of the Registrar.

9. To officially withdraw from the University after the commencement of classes, a student must complete the necessary paperwork. A student planning to return within four consecutive semesters (not including summer semesters) must apply for a Leave of Absence and a student not planning to return must complete the Withdrawal Form. These forms must be returned to the director of Student Services.

All drops or withdrawals are dated as of the date in which they were received by the University. The tuition refund policies are listed in the Tuition Refund Table under "Traditional Programs". The summer terms have a separate tuition refund policy for traditional programs. Whether or not you attend classes, the period of attendance will be computed as the number of days from the scheduled date of opening class in each term to the date shown on the drop or withdrawal slip. See the "Financial Aid" section for information regarding the use of financial aid in the case of a withdrawal.

Students who are expelled or suspended from the University during the course of an academic term will not be allowed any financial credit on tuition charges. Similarly, resident students who are expelled or suspended from campus housing and from the accompanying food service plan, either permanently or for a temporary period during the course of an academic term, will not be allowed any financial credit on room and board charges.

Courses which require the leasing of off-campus facilities from off-campus agencies require pre-payment in full. Therefore, NO refunds can be made of the tuition or lab fees for such courses. Courses requiring professional liability insurance require the purchase of such insurance from off-campus agencies demanding pre-payment in full; therefore, NO refund can be made for the professional liability insurance charge.