

# Withdrawal and Tuition Policy

## Policy for Withdrawal from a Semester Long Course

### Withdrawal from an 8 week semester session:

During a semester course (one 8 week session), a student may drop during the first week of the course, and the course will not be noted on the student's transcript.

A student who drops an 8 week semester course anytime from Week 2, Day 1 through Week 6, Day 7 will receive a "W" on his/her transcript for that course.

If the course is dropped during Weeks 7 through Week 8, the student will receive an "F" on their transcript for the course.

### Withdrawal from a 16 week semester session:

During a 16 week semester course, a student may drop during the first 3 weeks of the course and the course will not be noted on the student's transcript.

A student who drops a 16 week semester course during weeks 4-12 will receive a "W" on their transcript for that course.

If the course is dropped during Weeks 13-16, the student will receive an "F" on their transcript for the course.

### Withdrawal Fee Policy - Full Time On-Campus Students, Blended 1, Blended 2 and Blended 4 Students:

Students will be charged a \$50 withdrawal fee for any class dropped after the course start date.

### Withdrawal Fee/Tuition Refund Policy - Full Time Online Students, Single Course Students, and Partner School Students, (and ALL students including On-Campus and Blended students in Summer courses):

All fees, including application, student services fees, graduation, eText fees, etc. are nonrefundable. Tuition refunds will only be processed as follows:

Full refund is granted for students withdrawing before the start date of class.

- If class dropped in Week 1: \$50 of tuition will be retained
- If class dropped in Week 2: \$100 of tuition will be retained
- If class dropped in Week 3: \$200 of tuition will be retained
- If class dropped in Week 4-8 or 4-16: No refund of tuition