

REFUND NOTICE

FALL SEMESTER 2009

Last Day for Refunds - September 22, 2009

REFUND POLICY: It is to the financial advantage of all students withdrawing, or dropping classes to do so as early in the semester as possible. Refunds for tuition and required fees (excluding room and board charges which are determined by contractual agreement) will be made as follows for students who withdraw or drop to a lower block of credit hours:

- August 25-August 31, 2009 (first five consecutive class days starting with the first official day of classes for the university) tuition and required fees will be refunded at 100% minus a \$25 non-refundable processing fee;
- September 1-September 8, 2009 (6-10 consecutive class days) tuition and required fees will be refunded at 75% minus a \$25 non-refundable processing fee;
- September 9-September 15, 2009 (11-15 consecutive class days) tuition and required fees will be refunded at 50% minus a \$25 non-refundable processing fee;
- September 16-September 22, 2009 (16-20 consecutive class days) tuition and required fees will be refunded at 25% minus a \$25 non-refundable processing fee;
- Beginning September 23, 2009 (21st consecutive class day) refunds will not be considered. If a student wishes to appeal, the process must be initiated in writing to the Tuition Refund Appeals Committee.

No refunds will be considered after the designated limited refund period(s). To officially withdraw, a student must give written notice to the Center for Academic Services.

Policy Exception: There will be no refunds available on special course fees including but not limited to, private music fees, remedial math, art fees, or nursing fees after the first week of classes (five class days commencing with and inclusive of the first officially published day of classes for the University.)

*Refer to contracts, catalogs, or contact the appropriate department/office for more details.

REFUND SCHEDULE

August 25 - August 31	100% Refund
September 1 - September 8	75% Refund
September 9 - September 15	50% Refund
September 16 - September 22	25% Refund