

## **SCHEDULES FOR RETURNABLE FEES**

A student who wishes to drop a course must submit written notification to the Registrar. The date the Registrar receives the required documentation is the date used for determining any applicable refund of returnable fees. See the "Add/Drop Registration" section for the policy and procedures on dropping courses. See the current *Academic Catalog* for up-to-date fee amounts.

The refund schedules below also apply when students switch from credit to audit. Please see the *Audit* section on page 41 for more information.

### **Regular Semester-Length Courses**

- If the course is dropped by Friday of the third week of the semester, the full amount of tuition charges due will be refunded.
- If the course is dropped by Friday of the fifth week of the semester, 75% of tuition charges due will be refunded.
- If the course is dropped by Friday of the tenth week of the semester (counting hybrid weeks, but not counting Holy Week), 50% of tuition charges due will be refunded.  
If the course is dropped after Friday of the tenth week of the semester (counting hybrid weeks, but not counting Holy Week), no tuition charges due will be refunded.

### **Irregular 1-Week Intensive Courses**

- When the course is dropped by the first meeting day of the course, the full amount of tuition charges due will be refunded if the course is dropped after the first Monday of the second week of the semester.
- If the course is dropped after the first meeting day of the course, no tuition charges due will be refunded.

### **Irregular 2-Week Intensive Courses**

- If the course is dropped by the first meeting day of the course, the full amount of tuition charges due will be refunded.
- If the course is dropped by the second meeting day of the course, 75% of tuition charges due will be refunded.
- If the course is dropped by the third meeting day of the course, 50% of tuition charges due will be refunded.
- If the course is dropped after the third meeting day of the course, no tuition charges due will be refunded.