

## ***Refunds***

In any instance of adding, dropping or withdrawing from courses, the student must complete a Change of Schedule form available from the Registrar. The date the form is returned and processed by the Registrar is the date used for the purpose of issuing refunds. Student services fees are nonrefundable. Tuition refunds are given on the following basis:

### ***Ten-week term***

First week of term	90%
Second week of term	75%
Third week of term	50%
Fourth week of term	25%
Fifth week of term	0%

### ***Three-week intersession***

First day of class	90%
Second day of class	75%
Third day of class	50%
Fourth day of class	25%
Fifth day of class	0%

Students who feel their individual circumstances warrant an exception from the above stated policies may appeal in writing. The appeal should include a statement of the exception being requested, an explanation as to why an exception should be granted and appropriate materials to support the request for the exception. The appeal letter and supporting material should be sent to the Dean within two weeks. The decision of the Dean is final.