

## **Withdrawal and Refund Policies**

### **Undergraduate Student Course Withdrawal**

To withdraw from a course after the drop deadline, report to the Office of the Registrar (McAuley Hall, second floor) to obtain a course withdrawal form. Complete the form, obtain the instructor's signature, bring the form to the faculty adviser for approval, and deliver it to the Office of the Registrar. Time is of the essence, both for tuition refunds and for "W" grades, which do not negatively affect the GPA. The deadline for withdrawing from a course without penalty of failure is published in the academic calendar. Contact the Office of the Registrar as soon as you decide to stop attending. If your withdrawal means your earned credit load is reduced below full-time status, prorated refunds are available according to the schedule below. Please note that such a change in enrollment status will result in a change to your financial aid eligibility, health insurance and residence eligibility. Refunds apply to tuition only; fees are non-refundable.

### **Graduate Student Course Withdrawal (Campus-Based and Online Courses)**

Students should submit a course withdrawal form to the Office of the Registrar as soon as they decide to stop attending. Refunds are based on the date the Office of the Registrar receives the withdrawal form. Refunds apply to tuition only and fees are non-refundable. Withdrawal from a course appears on the academic transcript and will show as a "W." Students should be cautious about withdrawing from a course due to possible negative effects. Reduced credit loads usually cause additional time and/or expense to complete a degree. Full-time students who reduce their load below full-time may jeopardize financial aid.

### **University Withdrawal**

Students who wish to withdraw from the University during a semester or at the end of a semester must do so officially by completing a withdrawal form and exit interview. Undergraduate students withdraw through the Office of the Registrar. Graduate students withdraw through the Office of Graduate Studies. Time is of the essence for prorated refunds of tuition and board fees; it is important to complete and submit the form as soon as the decision to withdraw is made and provide the reason for withdrawal (medical, financial hardship, etc.). For refund policy and withdrawal procedures, note the details that follow and see the University catalog. Students who do not complete the required forms may be responsible for a full semester tuition charge. Students who receive financial aid must arrange for an exit interview with the director of financial aid. Financial aid awards are adjusted accordingly for the withdrawing student. The University may initiate a student's withdrawal when the student has not registered for two consecutive semesters without securing a leave of absence.

### **University Refund Policy for All Students**

A student who leaves the University during or at the end of a semester, and properly communicates this according to policy, shall not be charged for the next semester. However, if the student has already registered for classes the next semester, the student is responsible to

drop the same classes before the next semester starts, using the drop/add form in the Office of the Registrar.

A student who leaves the University (except for suspension or dismissal for misconduct) or changes his or her enrollment during a semester shall be eligible for a tuition and room and board (see \* below) refund during the first five weeks, according to the following schedule:

Refund Schedule (campus-based, fall and spring semester, 15-week course)

- 100 percent before classes begin.
- 80 percent before the second week of the semester.
- 80 percent before the third week of the semester.
- 60 percent before the fourth week of the semester.
- 40 percent before the fifth week of the semester.
- 20 percent before the sixth week of the semester.
- Nothing after the sixth week of the semester.

\* Please note that room refunds will be processed according to the above table assuming the vacated room can be filled by another student. If the room cannot be filled, the University retains the right to enforce the terms of the student housing contract/student handbook, which states that the student is responsible for the entire semester room charge. Refunds for student withdrawals will be processed within 30 days after the University has received notification of withdrawal.

Tuition refunds will be calculated on the basis of time that has elapsed before the provost has received the official request for withdrawal. All fees and deposits are non-refundable after the start of classes. The University reserves the right to charge an administrative fee for refunds of this nature.

### **Refunds for Students Receiving Federal Financial Aid**

Students who receive Title IV federal financial aid, such as Stafford Loans, Plus Loans, Perkins Loans, Nursing Student Loans, SEOG Grants or Pell Grants, are subject to repayment as mandated by the federal government. Up until the 60 percent completion of the semester, all Title IV funds are repaid based on a strict prorated percentage of time completion over the entire semester. After the 60 percent completion date of the semester, all Title IV funds are considered earned and are retained by the student.

### **Refunds for Students Receiving University-Sponsored Aid**

Students who receive University-sponsored financial aid such as grants are subject to the same policy as tuition. Therefore, if a student is entitled to a percentage of tuition due to early withdrawal, the same percentage of the grant will be refunded to the University. The above calculation will be performed within 30 days after University withdrawal or 30 days after the University becomes aware of the student withdrawal.

## **Financial Aid Refunds/Advances**

Periodically, a student's tuition account can have a credit balance due to an excess of financial aid (combination of grants and loans) over charges. This is usually a result of financial aid to be used for living expenses. When this occurs, the University complies with the refund policy as mandated by the federal government as it relates to Title IV funds. Once funds are disbursed (received by the University) to the student account, the University makes the funds available to the student through direct deposit, which students can sign up for through their My Salve account. Students not signed up for direct deposit will have the check mailed to the billing address. This process does not require a formal request.

*The University will not advance anticipated (awarded not yet disbursed) financial aid to the student prior to the actual disbursement of funds.*

## **Tuition Overpayment Refunds**

All student refunds (that are not Title IV federal financial aid - see above) must be requested online through the student's My Salve account and will be made payable to the student unless otherwise requested by the person responsible for the payment of the bill. If the credit balance is from a loan applied for by the parent, that portion of the overpayment will be refunded to the parent. Refund requests may take up to 10 working days to process and available through direct deposit or mailed home. Please complete a student refund request in the Business Office or download the form, fill it out, sign it and return to the Business Office.

## **Tuition Refund Insurance**

The University offers a tuition insurance plan that guarantees a tuition and room and board refund in cases of physical illness (100 percent reimbursement) and mental illness (60 percent reimbursement) any time during the semester. This plan covers the academic year and is independent of the University. Applications are mailed to all full-time students during the summer. The premium for this insurance plan varies from year to year but is generally approximately one percent of tuition (commuters) or one percent of tuition and room and board (resident students) and is billed and is payable each semester. You must enroll in the plan before the first day of classes for the semester.

Tuition Refund Plan contact:

A.W.G. Dewar, Inc.

4 Batterymarch Park

Quincy, MA 02169

Office: (617) 774-1555

Email: [trp@dewarinsurance.com](mailto:trp@dewarinsurance.com)

Website: [www.tuitionrefundplan.com](http://www.tuitionrefundplan.com)