



## **2010 WINTER TERM REFUND/CREDIT SCHEDULE**

A stop payment of a check, failure to pay your tuition or failure to attend class does not constitute withdrawal from your financial and academic obligations to the University.

To be eligible for a refund, students must submit a completed withdrawal form with the Registrar's Office or drop classes during the official drop/add period. Dormitory residents must cancel their room reservations at the Office of Housing and Residence Life. All students must turn in their ID cards to the GullCard Office.

The date the withdrawal form is received or the date a course is dropped is the official date for calculation of a refund. A \$50 processing fee will reduce refunds for the 100% period; however, students who cancel their enrollment prior to the first day of classes will not be charged this fee. Students who withdraw from part of their courses with a grade of "W" (i.e. enrolled for 6 credits, withdraws from 3 credits) during the schedule adjustment period (January 7-13) are not eligible for a credit or refund for the dropped courses. The table, which follows, specifies refund eligibility dates and applicable percentages. The University is not open on weekends or holidays for the purpose of withdrawal. However you may access the GullNet 24 hours a day, 7 days a week.

<b><u>Inclusive Date of Withdrawal</u></b>	<b><u>Tuition</u></b>	<b><u>Fees</u></b>	<b><u>Room</u></b>
<b>January 4-6</b>	<b>100%</b>	<b>100%</b>	<b>Pro-rated</b>
<b>January 7-9</b>	<b>80%</b>	<b>none</b>	<b>Pro-rated</b>
<b>January 10-12</b>	<b>40%</b>	<b>none</b>	<b>Pro-rated</b>
<b>After January 12</b>	<b>none</b>	<b>none</b>	<b>none</b>

Questions about refunds should be directed only to the Cashiers Office. Appeals for exceptions to the policy must be in writing to the Office of the Vice- President of Administration and Finance, Holloway Hall Room 228.