

Procedure for Withdrawing/Requesting a Refund

A student must complete the following steps in order to receive a refund:

1. Contact an academic advisor or the Registrar's office to officially withdraw from all course(s). Students wishing to withdraw completely from the University must prepare a University Withdrawal form. This form will require the signatures of the academic advisor (if appropriate), and financial aid counselor (if student is a financial aid recipient).

2. The form must be submitted to the Registrar's office. For students receiving institutional, state, or federal financial aid, refunds are not always made directly to the student. If a student withdraws completely from the University, no institutional aid will be refunded to the student.

The official withdrawal date used for refund purposes is the date the student submits the Add/Drop form to the Registrar.

Students on financial aid who withdraw from course(s) must contact Student Business Services and their financial aid counselors for assistance in determining the impact this action has on their student account balance and financial aid prior to dropping classes.

3. If a credit balance occurs on a student account, refunds and return of funds to lenders will follow appropriate regulations. Cash and credit card refunds will be refunded to the student after all lenders have been paid, if applicable. Credit card refund policies will apply.