

# Policy No. 408

**Area: Finance**

Adopted: September 18, 1998

Revisions Adopted: June 9, 2016

*Original signature is on file in  
Administration & Finance*  
Certified by \_\_\_\_\_  
Dr. Cynthia Jackson-Hammond  
University President

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**SUBJECT: Refund Policy for Withdrawn Students**

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The purpose of this policy is to establish procedures for the processing of Refunds relating to withdrawn students. This policy applies to all students, and compliance with this policy is mandatory. Any deviations will be reported to the Vice President of Administration and Finance for review and determination.

## **PROCEDURE:**

Refund Policy for Withdrawn Students      408.1