

Procedure No. 408.1

Area: Finance

*Original signature is on file in
Administration & Finance*

Adopted: September 18, 1998

Certified by _____
Dr. Cynthia Jackson- Hammond
University President

Revisions Adopted: June 9, 2016

SUBJECT: Refund Policy for Withdrawn Students

This policy applies to refunds for students who have completely withdrawn, been expelled, or dropped out of the University. It does not apply to adding or dropping classes during the semester.

The refund policy will be applied equally to all students, regardless of funding sources.

The days of the semester are Monday through Saturday.

If the student received any Title IV funds or the parent received a PLUS Loan, Title IV Refund and Repayment Guidelines may apply. Federal Regulations 34CFR Parts 668 Sections 668.21, 668.22, and 682.604 (d) (3) and (4) may apply in addition to other Federal regulations.