

# REFUND POLICY

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## Refunds: Withdrawal (p. 1)

Inasmuch as faculty engagements and other commitments are made by the university for the entire year in advance, the following refund schedule has been established in order that the university and the student may share the loss equitably, when it is necessary for a student to withdraw from school.

Tuition: pro-rated as of end of week in which student withdraws.

### Full Term

Weeks 1–2	100%
Week 3	80%
Week 4	70%
Week 5	60%
Week 6	55%
Week 7	50%
Week 8	45%
Weeks 9–16	0%

- First-time students receiving Federal Student Financial Assistance are subject to the Statutory Pro Rata Refund as prescribed by federal law.
- Room and Board is pro-rated to the end of the week of official withdrawal.
- No course may be dropped after its ending date, and no tuition will be refunded if a student unofficially withdraws after the final day to officially drop a class has passed.
- Class fees are not refundable after the second week of the full session and the first week of Sessions A and B.
- Tuition refunds for class changes (where applicable) will be made in the same manner as refunds for withdrawals (see refund schedule above).
- Music fees are for private music lessons and are refundable in the same manner as tuition, except no refund after the sixth week.

## Refunds: Overpayment (p. 1)

Payments to student accounts which result in a credit balance will be refunded upon request, or in accordance with cash management regulations as required by federal regulations for students having federal aid. Requests for adjustments to charges must be made within four months from the date of the student's statement on which the charge first appears.