

Refund Information

Refunds are permitted only in the event of a credit on the student account. Refunds will NOT be made based upon the anticipation only of receiving loans, scholarships, or other payments. Refunds will be made payable to the person (not always the student) who has paid the largest amount towards tuition and fees. If that person wishes to have the refund go to someone other than themselves, a written request must be made to inform the Bursar's office who the payment should be made to.

Refund policies for undergraduate and graduate programs are as follows:

Academic Year— Fall and Spring Semester*

Undergraduate, M.Ed.

Tuition and fees are refunded as follows:

- Students will receive refunds on a pro rata basis during the first eight weeks of the semester. Following is a table of pro rata charges:

1st week pro rata charge 5%

2nd week pro rata charge 10%

3rd week pro rata charge 40%

4th week pro rata charge 60%

5th week through 8th week pro rata charge 75%

9th week — no refund

- Room and board is refunded on a weekly pro rata basis.
- The deadline for refunds for art material fees will be the second week of the semester. No refunds will be given for materials that have been opened or used in any portion.

Exception to the above policy is as follows:

- Medical withdrawals will be handled on a case-by-case basis.

The effective date of withdrawal is determined by the Office of the Associate Dean of Student Life. Students and parents who believe circumstances warrant an exception from the published policy must appeal to Mr. Gerald Whittington, Vice-President for Business and Finance, Room 113, Alamance Building.

**Upon withdrawal, meal plan refunds are prorated.*

MBA- fall and spring semester

1st week pro rata charge 5%

2nd week pro rata charge 20%

3rd week pro rata charge 40%

4th week pro rata charge 60%

5th week pro rata charge 75%

6th week no refund

JD- fall and spring semester

Tuition and fees are refunded as follows:

Students will receive refunds on a pro rata basis during the first eight weeks of the semester. Following is a table of pro rata charges:

1st week pro rata charge 10%
2nd week pro rata charge 20%
3rd week pro rata charge 40%
4th week pro rata charge 60%
5th week through 8th week pro rata charge 75%
9th week — no refund

In order to be eligible for a refund upon withdrawal a student must notify the School of Law's Associate Dean for Administration in writing of his/her intentions. The student must also check out with the financial planning and bursar's offices. The effective date of withdrawal is determined by the School of Law's Associate Dean for Administration. Refunds are calculated as of the date of withdrawal specified by the School of Law's Associate Dean for Administration.

Students who believe circumstances warrant an exception from the published policy must appeal to Mr. Gerald Whittington, Vice President of Business and Finance, Room 113, Alamance Building.

Unpaid charges owed by the student will be deducted from the calculated refund. The acceptance deposit is nonrefundable. Medical withdrawals will be handled on a case-by-case basis.

Doctor of Physical Therapy Program*

Students will receive refunds on a pro rata basis during the first 13 weeks of each half of the academic year. The first half begins with the first day of classes in January. The second half begins with the first day of classes in July. Following is a table of pro rata charges:

Start of the period through the end of 3rd week 10% charge
4th week through the end of the 7th week 50% charge
8th week through the end of the 13th week 75% charge
14th week no refund

The effective date of withdrawal is determined by the Dean of Student Life. Students who believe circumstances warrant an exception from the published policy must appeal to Mr. Gerald Whittington, Vice President of Business and Finance, Room 113, Alamance Building.

Unpaid charges owed by the student will be deducted from the calculated refund. The acceptance deposit is nonrefundable.
Exception to the Institutional Policy

Medical withdrawals will be handled on a case-by-case basis.

**Upon withdrawal, meal plan refunds are prorated.*

Winter Term and Summer School*

Students who end enrollment during the second or third day of classes of winter term will receive a 90 percent refund of tuition and room charges. Students who end enrollment during the fourth or fifth day of classes of winter term will receive a 50 percent refund of tuition and room charges. Students who end enrollment during the sixth or seventh day will receive a 25 percent refund of tuition and room charges. There will be no refund after the seventh day of classes.

Students who end enrollment during the second or third day of classes in Summer I will receive a 90 percent refund of tuition and room charges. Students who end enrollment on the fourth, fifth or sixth day of Summer I will receive a 50 percent refund of tuition and room charges. Students who end enrollment on the seventh through tenth day of Summer I will receive a 25 percent refund of tuition and room charges. There will be no refund after the tenth day of classes.

Students who end enrollment on the second or third day of classes of Summer II will receive a 90 percent refund of tuition and room charges. Students who end enrollment on the fourth day of classes of Summer II will receive a 50 percent refund of tuition and room charges. Students who end enrollment on the fifth, sixth and seventh day of classes in Summer II will receive a 25 percent refund of tuition and room charges. There will be no refund after the seventh day of classes.

**Upon withdrawal, meal plan refunds are prorated.*

MBA Summer Sessions

In the summer sessions, enrollment dropped by 4 p.m. on the days listed below will warrant the corresponding refund:

1st day of class.....	100%
2nd day of class.....	90%
3rd day of class	50%
4th, 5th, 6th day of class	25%
7th day of class	no refund

MEd Summer Sessions

In the summer sessions, enrollment dropped by 4 p.m. on the days listed below will warrant the corresponding refund.

1st day of class.....	100%
2nd day of class.....	90%
3rd, 4th, 5th day of class	50%
6th, 7th, 8th, 9th day of class	25%
10th day of class	no refund

Notice of Withdrawal

In order to be eligible for a refund upon withdrawal a student must notify the Associate Dean of Student Life in writing of his/her intentions. The student must also

check out with the financial planning and bursar's offices. Refunds are calculated as of the date of withdrawal specified by the Dean of Student Life.