

Course Withdrawal and Refund Schedule for 2019-2020

Tuition is refunded based on the following schedule:

June 17 to July 26, 2019

Number of *Classes	Tuition Refund	Final Grade
Classes 1 – 3	100%	N/A - course removed from registration
Classes 4 – 5	50%	W (“W” is not an academic penalty)
Classes 6 – 10	0%	WF (Withdrawal Failure)

(*Based on standard 3-hour class schedule.)

September to December 2019

Dates	Tuition Refund	Final Grade
Until Sept 27	100%	N/A - course removed from registration
Sept 28 – Oct 18	50%	W (“W” is not an academic penalty)
Oct 19 – Nov 12	0%	W (“W” is not an academic penalty)
Nov 13 – Dec 9	0%	WF (Withdrawal Failure)

January to April 2020

Dates	Tuition Refund	Final Grade
Until Jan 24	100%	N/A - course removed from registration
Jan 25 – Feb 14	50%	W (“W” is not an academic penalty)
Feb 15 – Mar 5	0%	W (“W” is not an academic penalty)
Mar 6 – April 3	0%	WF (Withdrawal Failure)

September 2019 to April 2020 (Full-Year Courses)

Dates	Tuition Refund	Final Grade
Until Sept 27	100%	N/A - course removed from registration
Sept 28 – Jan 24	50%	W (“W” is not an academic penalty)
Jan 25 – April 3	0%	WF (Withdrawal Failure)

Exceptions to this withdrawal and refund schedule may be granted for reasons of health and/or other substantial reasons with the approval of the Academic Dean. If an exception is desired, students must make a request to the Registrar in writing. This request be submitted with the Course Leave and Enter Form. A medical certificate may be required.

Students who have an outstanding balance owing to AST will not be permitted to register for subsequent courses until the outstanding balance is paid in full. Please ensure that your account is settled with the Business Office at the end of each term.