

## Course Withdrawal and Refund Schedule (2021-2022)

Tuition is refunded based on the following schedule:

### *June 14 to July 23, 2021*

<b>Number of *Classes</b>	<b>Tuition Refund</b>	<b>Final Grade</b>
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 2021*

<b>Dates</b>	<b>Tuition Refund</b>	<b>Final Grade</b>
Until Sept 24	100%	N/A - course removed from registration
Sept 25 – Oct 16	50%	W (“W” is not an academic penalty)
Oct 17 – Nov 9	0%	W (“W” is not an academic penalty)
Nov 10 – Dec 9	0%	WF (Withdrawal Failure)

### *January to April 2022*

<b>Dates</b>	<b>Tuition Refund</b>	<b>Final Grade</b>
Until Jan 21	100%	N/A - course removed from registration
Jan 22 – Feb 12	50%	W (“W” is not an academic penalty)
Feb 13 – Mar 8	0%	W (“W” is not an academic penalty)
Mar 9 – April 7	0%	WF (Withdrawal Failure)

### *September 2021 to April 2022 (Two-Term Courses)*

<b>Dates</b>	<b>Tuition Refund</b>	<b>Final Grade</b>
Until Sept 25	100%	N/A - course removed from registration
Sept 26 – Jan 21	50%	W (“W” is not an academic penalty)
Jan 22 – April 7	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 Dean in writing. Exceptions for reasons of health must enclose or attach original certification in writing from an appropriate health official confirming the student’s illness or condition. This request must also enclose or attach a Course Leave and Enter Form.