

## Refund of Charges – Spring 2018

**Definitions** for purposes of this section:

- a) “Official withdrawal” means the student’s timely and complete execution of documents required by a college to accomplish formal removal from, as appropriate to the context, the college or its course(s), residence and/or meal plan; and
- b) “Unofficial withdrawal” means any absence without the notice required for an official withdrawal.

**Refunds of Tuition and Fees (for courses beginning January 16, 2018):**

Situation	Dates	Refund Amount
Course cancelled by the College	N/A	100% of cancelled course
Official withdrawal from a course within 6 business days of the semester’s first day of classes	January 23, 2018	100% of each dropped course
Official withdrawal from a course between 7 and 10 business days of the semester’s first day of classes	January 24-29, 2018	50% of each dropped course
Official withdrawal after 10 business days of the semester’s first day of classes	January 30, 2018 and forward	0% of each dropped course
Unofficial withdrawal at any time	N/A	0% of each dropped course

**Refunds of Room and Board Charges:**

Situation	Dates	Refund Amount
Residence cancelled by the College	N/A	100% of room and board charges
Official withdrawal from a College residence prior to the semester’s first day of classes	January 16, 2018	100% of room and board charges
Official withdrawal from a College residence prior to the end of the semester’s second week of classes	January 27, 2018	80% of room and board charges
Official withdrawal from a College residence prior to the end of the semester’s third week of classes	February 3, 2018	60% of room and board charges
Official withdrawal from a College residence prior to the end of the semester’s fourth week of classes	February 10, 2018	40% of room and board charges

Official withdrawal from a College residence prior to the end of the semester's fifth week of classes	February 17, 2018	20% of room and board charges
Official withdrawal from a College residence after the end of the semester's fifth week of classes	February 18, 2018	0% of room and board charges
Unofficial withdrawal from a College residence at any time	N/A	0% of room and board charges