

## RESIGNATION POLICIES AND PROCEDURES

The date the official resignation request is received by the Office of the Registrar shall be the date used in determining the refund of fees or the issuance of the W mark.

**\*REFUNDS:** Refunds are made in accordance with the following schedules:

### Fall Full Term, Spring Full Term, and 10-Week Semesters

Before the 1st class day .....	100%
**1st class day through 5th class day .....	80%
6th class day through 10th class day .....	70%
11th class day through 15th class day .....	50%
16th class day through 20th class day .....	25%
Thereafter .....	No refund

### 7A and 7B

### 5A, 5B, 5C, Summer I, Summer II, and Mini

	100%
**1st class day	80%
	50%
	No refund

The above refund schedules assume the student has paid his or her fees in full. A different schedule applies to the installment payment plan participants the primary difference in the schedule being the requirement for the University to compute the refund based on the assumption that the full amount of tuition and fees have been collected. Therefore, it is possible, and probable, that a student in the installment plan could owe MORE tuition and fees than already collected by the University.

**PRO-RATA REFUND:** Only applicable to all first-time students (including first-time transfer students) who receive federal and/or state funds. This refund applies to fall, spring, and summer enrollment.

**FINANCIAL AID CLEARANCE:** A student who received financial aid, scholarships, or short-term loans for payment of tuition, fees, housing, and/or dining must contact the Financial Aid Office immediately. Participation in an Exit Interview may be required.

**RESIDENCE LIFE (HOUSING AND DINING):** A student 92 reW\* nBT/F1 9 Tf1 0 0 1 62.304 311.93 Tm0.0941 0792 r4(c)7(e)-3( )25(i)9(m