



Summer 2003 Refund Information

Refund Dates

Allow 4 to 6 weeks for receipt of a refund check.

Session	Through Change of Schedule	Fourth through Tenth Calendar Day of Session	Eleventh Calendar Day of Session or Later
I, II, III, IV	100% Refund*	50% Refund**	No Refund

* Refund - tuition and fees

** Refund - tuition only

Length of Workshop	100% Refund	50% Refund	No Refund
1 Week	1st Day	2nd Day	3rd Day or Later
2 Weeks	1st Day	2nd to 4th Day	5th Day or Later
3 Weeks	1st and 2nd Day	3rd to 6th Day	7th Day or Later
4 Weeks	1st and 2nd Day	3rd to 8th Day	9th Day or Later

Exceptions to the Refund Policy

Exceptions to the refund policy may be made based on documentation of medical or other extraordinary circumstances. Request for exemptions due to extraordinary circumstances should be submitted immediately. No requests will be considered 30 days after the session begins. **To apply for an exception you will need to submit a brief written statement of explanation and documentation (if appropriate) to:**

Undergraduate Students: Office of the Bursar, Enrollment Services Center, Room 315, Attn: Director of the Bursar's Office

Graduate Students, Enrollment Services Center, Room 236, Attn: Fran Musotto.

Any unpaid charges on a student's financial account with the university will be subtracted from the refund due prior to processing the refund request. For payments made by credit card, refunds will be credited to the original credit card account and will be reflected on the credit card monthly statement. Credit card owners are responsible for paying any and all interest charges accrued on the credit card account and will be reflected on the credit card statement. Credit card payments are refunded using the following practice. For each semester, credit card refund will be processed after the semester Drop/Add period. However, students may ask for credit card refund prior to this period by contacting the Bursar's Office.

Notification to the instructor does not constitute proper withdrawal. Withdrawal forms must be processed by Enrollment Services. The date on which written notice of withdrawal is received determines the percentage of refund. All refund percentages are based on the official start of the session.