

CRITERIA FOR DROP/ADD TUITION REFUNDS

1. The Drop/Add period will extend eight calendar days from the term start date, excluding holidays and university closures. This provides students with one full week plus the weekend in a typical semester (16 week term) to obtain any necessary signatures/approval for closed courses or pre-requisite overrides.
2. Students can drop all classes on line EXCEPT for the last one during the Drop/Add period. Your final class must be dropped by an Academic Records Office staff member.
3. After the Drop/Add period, all withdrawals must be processed through the Academic Records Office.

MOST COMMON TERMS (Short and Full 16 week) REFUND ADJUSTMENT PERIODS

TERMS	Total Class Days	Refund Percentages	Class Days x %	Rounded class days (M-F) to be included	Tuition & Fee Refund	Tuition & Fee Charges	Requirement
Full 16 Week Term Plus Any Shorter Sessions, if registration exists	70	8.57%	5.9990	6	100.00%	0.00%	Add/Drop Period
		12.50%	8.7500	9	80.00%	20.00%	Complete WD Only
		19.44%	13.6080	14	60.00%	40.00%	Complete WD Only
		26.39%	18.4730	19	50.00%	50.00%	Complete WD Only
		33.33%	23.3310	24	40.00%	60.00%	Complete WD Only
		GT 33.34%		25	0.00%	100.00%	Complete WD Only
10 Week Part of Term ONLY NO 16 Week Class Enrollment	50	8.57%	4.2850	5	100.00%	0.00%	Add/Drop Period
		12.50%	6.2500	7	80.00%	20.00%	Complete WD Only
		19.44%	9.7200	10	60.00%	40.00%	Complete WD Only
		26.39%	13.1950	14	50.00%	50.00%	Complete WD Only
		33.33%	16.6650	17	40.00%	60.00%	Complete WD Only
		GT 33.34%		18	0.00%	100.00%	Complete WD Only

8 Week Part of Term ONLY NO 16 Week Class							
Enrollment	40	8.57%	3.4280	4	100.00%	0.00%	Add/Drop Period
		12.50%	5.0000	5	80.00%	20.00%	Complete WD Only
		19.44%	7.7760	8	60.00%	40.00%	Complete WD Only
		26.39%	10.5560	11	50.00%	50.00%	Complete WD Only
		33.33	13.3320	14	40.00%	60.00%	Complete WD Only
		GT 33.34%		15	0.00%	100.00%	Complete WD Only

7 Week Part of Term ONLY. NO 16 Week Class							
Enrollment	35	8.57%	2.9995	3	100.00%	0.00%	Add/Drop Period
		12.50%	4.3750	5	80.00%	20.00%	Complete WD Only
		19.44%	6.8040	7	60.00%	40.00%	Complete WD Only
		26.39%	9.2365	10	50.00%	50.00%	Complete WD Only
		33.33	11.6655	12	40.00%	60.00%	Complete WD Only
		GT 33.34%		13	0.00%	100.00%	Complete WD Only

5 Week Part of Term ONLY. NO 16 Week Class							
Enrollment	25	8.57%	2.1425	3	100.00%	0.00%	Add/Drop Period
		12.50%	3.1250	4	80.00%	20.00%	Complete WD Only
		19.44%	4.8600	5	60.00%	40.00%	Complete WD Only
		26.39%	6.5975	7	50.00%	50.00%	Complete WD Only
		33.33	8.3325	9	40.00%	60.00%	Complete WD Only
		GT 33.34%		10	0.00%	100.00%	Complete WD Only