

# Refund Policy

Several refund policies are applicable:

## Regular Academic Semester (16 weeks)

In the event students initiate before the fifth week of instruction a complete withdrawal from the University (or College), changes from full-time to part-time status, or changes from one tuition rate to another, if applicable, tuition and special course fees are refunded as indicated below:

- 100% tuition refund for complete withdrawal only if made on or before the last day of late registration and published refund schedule on the [academic calendar](#).
- 50% refund if complete withdrawal or change in status or tuition rate is made within the 2nd & 3rd weeks of instruction, unless otherwise stipulated by federal regulations.

When changes by the College to the published schedule of classes precipitate a complete withdrawal, or a change from full-time to part-time status, or a change from one tuition rate to another tuition rate, and the changes to the published schedule have occurred after the student registered, tuition and special course fees are refunded as indicated below upon approval of the Vice Chancellor of Academic Affairs or Vice Chancellor of Student Affairs:

- 100% refund if complete withdrawal is necessary and if application for refund is made within two weeks of the date of change(s) to the published schedule.
- The difference between the amount assessed at registration at the start of the semester and the amount assessed due to change in status or tuition rate if such a change is necessary and if application for refund is made within two weeks of the date of the change(s) to the published schedule.

After students secure the required approvals, students must submit the application for refund to the campus Business Office for payment. In no case shall payment of a refund be made when a student fails to make application for a refund within two weeks of date of withdrawal, change in status, or change in tuition rate.

### **Part of Term Classes (modular/accelerated courses)**

The last day to drop classes for 100% refund for all non-standard term (i.e. modular/part of term) and summer classes will be on the 2nd day of instruction. For refund information or withdrawal dates for specific part of term courses see the [Schedule of classes](#) for subjects and CRN.

### **Summer sessions**

For credit courses with unique distribution of class meeting hours through the term of the course, the refund schedule is based on the elapsed instructional time as a percentage of the total instructional time for that course:

- The last day to drop classes for 100% refund for all non-standard term (i.e. modular/part of term) and summer classes will be on the 2nd day of instruction.
- 50% refund in accordance with the schedule in the previous column, based on length of the course term and number of calendar days lapsed, including the first day of class instruction when the withdrawal is made.
- For refund information or withdrawal dates for specific part of term courses see the [Schedule of classes](#) for subjects and CRN.

*Refunds for financial aid students who withdraw completely or stop attending classes will be made in accordance with federal regulations.*

For information, call the Financial Aid Office at [808-984-3277](tel:808-984-3277).

# Student Life/Activity, Student Government, BOSP, Student Health, and Student Technology Fees

- 100% refund of student activity fee, student government, student health fee, board of student publications fee, and student technology fee if complete withdrawal is made on or before the last day of late registration.
- No refund of student activity, student government, student health, board of student publications, and student technology fee if complete withdrawal is made on or before the last day of late registration.
- No refund of the student activity fee or student technology fee in cases of voluntary change from full-time to part-time status after the first week of instruction.

## **For non-credit courses or workshops:**

- One to five weeks in length - 100% refund for complete withdrawal if made on or before the last working day before the first day of class meeting; thereafter, no refund.
- Six weeks or longer - 100% refund for complete withdrawal if made on or before by the sixth working day, after the first day of class instruction; thereafter, no refund.