

# **Refund Policy**

A student who officially withdraws from the College prior to Check In Day receives a 100% refund on tuition and certain other fees. The refundable percentage of tuition declines as of the day of Check In as described below:

Prior to the day of check-in, a student who officially withdraws from the college, is eligible to receive a 100% refund on tuition and certain other fees. Should a student be suspended from the College, he/she will not receive a refund and will remain responsible for the full cost of tuition and fees for the semester they were suspended. Room and board charges, possible refunds and contract termination charges are discussed below in "Housing Policy and Room and Board Agreement". The refundable percentage of tuition declines as of the day of check in as described on the below:

#### **New and Transfer Students**

Withdrawal during the First Week 90%
Second Week 80%
Third Week 80%
Fourth Week 70%
Fifth Week 60%
Sixth Week 60%
Seventh Week 50%
Eighth Week 40%
Ninth Week 40%
Thereafter 0%

## **Returning Students**

Withdrawal during the First Week 90%
Second Week 50%
Third Week 50%
Fourth Week 25%
Fifth Week 25%
Sixth Week 25%
Seventh Week 25%
Thereafter 0%

#### HOUSING POLICY AND ROOM & BOARD AGREEMENT

The Room and Board Agreement is binding for the entire academic year. Room and board charges do not fall under the tuition and fees refund schedule, but as follows:

# Request to Terminate Room & Board Agreement Based upon Student's Withdrawal from College

If after signing the Room & Board Agreement a student decides to withdraw from the College, the student must notify the Office of Residence Life & Housing in writing. The College, in its sole discretion, can determine if the notice of withdrawal results in the termination of the Room & Board Agreement. If the College determines that a student's withdrawal from the College terminates the Room & Board Agreement, the student will be responsible to pay the following to the College:

#### **ROOM & BOARD TERMINATION FEE SCHEDULE**

#### Fee Schedule

All housing deposits are non-refundable, regardless of the time of, or reason for, the termination of this Agreement.

The amount the student is responsible to pay will consist of pro-rated charges based on the date the Agreement is deemed terminated, plus a termination fee. The amounts the student is responsible to pay will be charged to the student's account with the College. The student bears the obligation to pay those amounts.

This Fee Schedule does not apply to students who no longer live in the residence hall because of conduct and/or disciplinary issues. Please see the Termination of Room & Board Agreement Based on Student Conduct section for further information.

# Pro-Rated Room & Board Charges and Termination Fee Where Termination of Agreement Occurs Upon Student's Withdrawal from the College, During Fall Semester and Student is a New or Transfer Student:

<b>Date of Termination</b>	Percentage of Room Amount of	Termination
during Fall Semester	and Board Charges	Fee
First Week	10%	\$2,000
Second Week	20%	\$2,000
Third Week	20%	\$2,000
Fourth Week	30%	\$2,000
Fifth Week	40%	\$2,000
Sixth Week	40%	\$2,000
Seventh Week	50%	\$2,000
Eighth Week	60%	\$2,000
Ninth Week	60%	\$2,000
After Ninth Week	100%	\$1,000

Pro-Rated Room & Board Charges and Termination Fee Where Termination of Agreement Occurs Upon Student's Withdrawal from the College, Before Fall Semester and Student is a Returning Student:

Date of Termination	Percentage of Room Amount of	Termination
during Fall Semester	and Board Charges	Fee
Prior to June 1, 2014	[None]	[None]
June 1 – June 29	[None]	\$500
June 30 – July 15	[None]	\$700
July 16 – July 31	[None]	\$1,000
August 1 – August 15	[None]	\$1,500
August 16 – Check-In	[None]	\$2,000
Day		

Pro-Rated Room & Board Charges and Termination Fee Where Termination of Agreement Occurs Upon Student's Withdrawal from the College, During Fall Semester and Student is a Returning Student:

Percentage of Room Amount of	Termination
and Board Charges	Fee
10%	\$2,000
50%	\$2,000
50%	\$2,000
75%	\$2,000
75%	\$2,000
75%	\$2,000
75%	\$2,000
100%	\$1,000
	and Board Charges 10% 50% 50% 75% 75% 75%

Pro-Rated Room & Board Charges and Termination Fee Where Termination of Agreement Occurs Upon Student's Withdrawal from the College, During Spring Semester and Student is a Returning Student:

<b>Date of Termination</b>	Percentage of Room Amount of	Termination
during Fall Semester	and Board Charges	Fee
First Week	10%	\$1,000
Second Week	50%	\$1,000
Third Week	50%	\$1,000
Fourth Week	75%	\$1,000
Fifth Week	75%	\$1,000
Sixth Week	75%	\$1,000
Seventh Week	75%	\$1,000
Thereafter	100%	[None]

# Request to Terminate Room & Board Agreement for Reasons Other Than Withdrawal or Dismissal from the College:

Residents who wish to terminate the Room & Board Agreement for any reason other than withdrawal or dismissal from the College must receive prior written permission from the College, through the Director of Residence Life & Housing or other designees to terminate Agreement. A resident may request permission to terminate this Agreement by completing and submitting a request to terminate the housing Room & Board Agreement to the Office of Residence Life & Housing.

## Termination of Room & Board Agreement Based on Student Conduct:

Resident students dismissed from college housing or the college due to conduct issues will remain responsible for their housing room & board charges as follows:

## Removed from College Housing

Should a student be removed from college housing during the term of the Room & Board Agreement, they will remain responsible for the full room and board charges for the full academic term of the Room & Board Agreement, even if the student is removed during the first semester of the two semester term.

# Suspended from the College

Should a student be suspended from the College during the term of the Room & Board Agreement, they will remain responsible for the full room and board charges for the current semester when they are suspended. If suspension is during the first semester of the academic term, in addition to the above, the student will be billed, at the time of suspension, a \$1,000 termination fee for the second semester.

For more details, please refer to the Housing Policy and Room & Board Agreement.