Refund Policy / Course Drops & Withdrawals

Students may terminate their enrollment in a course by dropping the class prior to the "Drop Deadline" or by withdrawing from the class after the "Drop Deadline." The "Drop Deadline" is defined as the start of the second class meeting as this is the point at which 40% of the assignments are due. This date is officially set by the Registrar.

No withdrawals will be allowed after the third class meeting.

A student’s drop or withdrawal from a course may impact the student’s grade point average and his or her ability to qualify for or keep financial aid and/or scholarship funds. Decisions to drop or withdraw should be discussed with a student’s advisor to best determine the overall impact of such action.

Students will be charged a Drop Fee of $100 per course dropped and payment of these drop fees must be made at the time of the drop.

Students who drop a course prior to the official "Drop Deadline" will be entitled to a pro-rata refund of tuition. All fees are non-refundable. If a student drops a course before the first class meeting they will receive a refund of 100% of tuition for that class, less the drop fee of $100. If the drop is done after the first class meeting and before the second class meeting, they will receive a refund of 80% of tuition, less the drop fee of $100. After the second class meeting, there will be no refund of tuition.

Students who want to drop one or more courses must complete a drop form in person and submit it to his/her academic advisor. The date of the drop is determined by the Registrar based on the date on which the Registrar receives the completed drop form including all required approvals.

Students who register for courses which are cancelled by the College will substitute another course in the same module.