



Adult Degree Program & Traditional Undergraduate Refund Policy

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Refund Policy for the Adult Degree Programs

Course Duration	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7+
16 Week Course <i>last day to withdraw is Friday of the 11th week</i>	90%	90%	75%	75%	50%	50%	0%
12 Week Course <i>last day to withdraw is Friday of the 9th week</i>	90%	80%	70%	60%	50%	0%	0%
8 Week Course <i>last day to withdraw is Friday of the 6th week</i>	90%	75%	50%	0%	0%	0%	0%
6 Week Course <i>last day to withdraw is Friday of the 5th week</i>	80%	60%	50%	0%	0%	0%	N/A

Please Note: Definition of a week is seven days starting on the first scheduled meeting of a class. A course dropped prior to the start of the class will be refunded in full. It is the student's responsibility to complete the Course Withdrawal Form online. Refunds are based on the date the form is received.

Refund Policy for the Traditional Undergraduate Program (Complete Withdrawal)

Complete Withdrawal From University		Student Fees and Room charges are non-refundable after the 3rd day classes' start. Any changes of classes must be done during drop and add. All charges stand after that time.
1- 3 calendar days	100% all charges	
4- 11 calendar days	90% credit tuition & board	
12-22 calendar days	80% credit tuition & board	
23- 33 calendar days	70% credit tuition & board	
34- 44 calendar days	60% credit tuition & board	
45- 55 calendar days	50% credit tuition & board	
56- 66 calendar days	40% credit tuition & board	
More than 66 calendar days	0% credit tuition & board	

Please Note: Traditional Students taking ADP courses follow the traditional refund policy. If the 2nd 8 week courses are dropped- there will be NO refund.

Summer Refund Policy for the Traditional Undergraduate Program

Course Duration	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7+
12 Week Course <i>last day to withdraw is Friday of the 9th week</i>	90%	80%	70%	60%	50%	0%	0%
6 Week Course <i>last day to withdraw is Friday of the 5th week</i>	80%	60%	50%	0%	0%	0%	N/A

Please Note: Definition of a week is seven days starting on the first scheduled meeting of a class. A course dropped prior to the start of the class will be refunded in full.



DeVos Graduate Program Refund Policy

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Leave of Absence and Withdrawal Policy for the Graduate Program

A leave of absence must be requested by a student when personal circumstances interfere with their ability to make satisfactory progress toward degree completion. A leave of absence is requested from and granted by the Dean. If a student is granted an immediate leave of absence during a semester, the student must withdraw from all current courses as well as program of study. Re-entry into the program will require modifications to the original program of study. A student who takes an unauthorized leave of absence will be considered to have voluntarily withdrawn from the program.

Students who wish to withdraw from their program with a grade of "W" must contact their Graduate Programs Manager to officially begin the process prior to:

- **8 Week Course: Friday of Week 6**
- **16 Week Course: Friday of Week 12**

Refund Policy for the Graduate Program

Given a student makes class changes, prior to the start of the semester, prepayments will be refunded in full with the exception of application fee and commitment deposits. All charges stand after the start of the semester and will be refunded as follows, regardless of the number of class sessions:

- **90% week 1 of the course(s)**
- **75% week 2 of the course(s)**
- **50% week 3 of the course(s)**
- **0% week 4 of the course(s)**

All courses that span 16 weeks begin on day 1 of the semester.

All courses that span 10 weeks begin on day 1 of the semester.

All courses that span 8 weeks begin on Monday of the first class meeting, regardless of the class meeting date or day 1 of the semester, whichever comes first.

NOTE: Weeks listed above begin Monday and run through Sunday and include holidays, regardless of the first day of class.

Refund calculations will be based upon the date the student begins the official withdrawal process.