

Refund Policy – withdrawal from classes

In general, students withdrawing from the University after classes have started will be charged an administrative withdrawal fee. Residential students withdrawing from the University after classes have started will be charged an additional administrative fee. Tuition and room/board charges will be pro-rated based on the number of days in the semester/class. There will be no refund/reduction of fees. **See following sections for details of withdrawal calculations.**

The date of withdrawal is the date the student provides official notification to the office of the Registrar. Nonattendance at class or unofficial notification of withdrawal does not constitute formal withdrawal.

Fall/Spring Semesters

Full-time traditional students

The Period of Enrollment is defined as the number of calendar days between the start and end of the semester.

The start of semester is defined as either the date of the student's first class meeting in the semester or the date of the first regular semester classes, whichever is earlier.

The end of the semester is defined as the last date of finals for the semester. Full-time traditional students who withdraw from the University prior to the first day of their Period of Enrollment will not be charged tuition, room/board, or class fees.

Full-time traditional students completely withdrawing from the University on or after the first day of their Period of Enrollment will be charged an administrative withdrawal fee of \$100. There will be no refund/reduction of fees. Tuition charges will be pro-rated based on the number of days enrolled in the University during their Period of Enrollment, until 60% of their Period of Enrollment has been completed. After the 60% of the Period of Enrollment has been completed, there will be no refund of tuition charges.

Residential students completely withdrawing from the University on or after the first day of their Period of Enrollment will be charged a Residential Life Administrative fee of \$400. Room/board charges will be pro-rated based on the number of days enrolled in the University during their Period of Enrollment, until 60% of their Period of Enrollment has been completed. After the 60% of the Period of Enrollment has been completed, there will be no refund of room/board charges.

Students, whose status changes to part-time due to withdrawal from one or more classes PRIOR to the date of the first class meeting, will be considered part-time for purposes of this refund policy.

Students, whose status changes to part-time due to withdrawal from one or more classes ON OR AFTER the date of the first class meeting, will have the difference in the full-time tuition charges and the part-time tuition charges pro-rated based on the number of days enrolled as a full-time student.

Students, who are enrolled in more than 18 credit hours and withdraw from one or more classes ON OR AFTER the date of the first class meeting, will have the difference in their original tuition charges (full-time tuition plus incremental credit hour rate for over 18 hours) and the adjusted tuition charges (after withdrawal) pro-rated based on the number of days enrolled as a full-time student with more than 18 credit hours.

Full-time traditional students taking 12-18 credit hours who withdraw from or drop a class(es) during the published drop/add period but do not drop below 12 credit hours will not receive any refund/reduction of tuition or fees.

Full-time traditional students who withdraw from classes may lose all or part of their financial aid and should visit the Financial Aid office to determine the impact on their aid package.

Fall/Spring Semesters

Part-time & BUonline students

The Period of the Class is defined as the number of calendar days between the first and the last date of the class. Part-time & BUonline students who drop from a class prior to the first class meeting will not be charged tuition or fees for that class.

Part-time & BUonline students dropping/adding semester-long classes during the applicable drop/add period will not be charged tuition for a dropped class if an equivalent class is added. Class fees for withdrawn classes are not refunded. Additional tuition charges apply when the enrolled credit hours increase.

BUonline students withdrawing from a class after the first class meeting will be charged an administrative withdrawal fee of \$25 per course. Part-time students withdrawing from a class after the applicable drop/add period will be charged an administrative withdrawal fee of \$25 per course. There will be no refund/reduction of fees. Tuition charges will be pro-rated based on the number of days enrolled in class and the Period of the Class, until 60% of the Period of the Class has been completed. After the 60% of the Period of the Class has been completed, there will be no refund of tuition charges.

Part-time & BUonline students who withdraw from classes may lose all or part of their financial aid and should visit the Financial Aid office to determine the impact on their aid package.

Summer/Winter Sessions

The Period of the Class is defined as the number of calendar days between the first and the last date of the class. Students who drop from a class prior to the first class meeting will not be charged tuition or fees for that class.

Students withdrawing from a class on or after the date of the first class will be charged an administrative withdrawal fee of \$25 per class. There will be no refund/reduction of fees. Tuition charges will be pro-rated based on the number of days enrolled in class and the Period of the Class, until 60% of the Period of the Class has been completed. After the 60% of the Period of Class has been completed, there will be no refund of tuition charges.

United States Military

A qualifying student who withdraws as a result of being ordered to state military service or federal service or duty will receive a full refund of tuition and mandatory fees. No administrative withdrawal fee will be charged. A qualifying student would include a member, or the spouse of a member if the member has a dependent child, of the National Guard or reserve forces of the United States.