

# Refund Policy

Refunds of registration tuition and fees are based on the date you formally drop a course. You will be eligible for a full refund of all tuition and fees if you drop a course before the first day of class but only a partial refund if you drop after classes begin.

You must ensure you formally drop a course through [Webster](#) or the Office of the Registrar. If you drop through Webster, print a copy of the completed drop page for your records.

For specific dates on the last day you can drop a course to receive a full or partial refund, please view the [academic calendar](#).

## Refund Schedule

### Full-Term Classes

Refund Amount	Funds	Time Student Drops or Resigns
100%	Tuition and Fees	Through the 5th class day of the term
50%	Tuition and Tech Fees	From 6th to 13th class day of the term

### Half-Term Classes

Refund Amount	Funds	Time Student Drops or Resigns
100%	Tuition and Fees	First <b>two</b> class days of the term
50%	Tuition and Tech Fees	From <b>3rd to 5th</b> class days of the term

## Policy Exception

The only exception to this policy occurs in the case of personal illness or call to active military duty. We require supporting written documentation in both instances. Refunds for medical withdrawals/resignations may be granted if the effective date of withdrawal is prior to the last day to withdraw from the term and will be prorated based on the number of class days a student is registered. A full waiver/refund of tuition may be granted if you are called to active military duty.

## Student Refunds Process

We issue student refunds through direct deposits to your personal bank account. If you are expecting a refund, you should enter the direct deposit information in Webster by logging into their MyAUM account. For step-by-step instructions on setting up direct deposit, click on the link below.

## [Instructions for Direct Deposit](#)

### **Credit Card Overpayments**

Credit balances on your account that are caused by an overpayment with a credit or debit card will be refunded back to the credit/debit card in the amount of the original credit/debit card payment. Remaining credit balances that exceed the original credit/debit card payment will be refunded to you via direct deposit.