

## TUITION LIABILITY

Upon selecting and reserving courses, you become responsible for all tuition and fees associated with that registration. You must officially drop or withdraw from classes in order to remove or reduce tuition liability. Your liability will not automatically be voided for non-attendance or non-payment.

### 2008 -2009 Drop/Withdrawal, Tuition Liability and Refund Schedule & Tuition and Fees

#### UNDERGRADUATE - Summer Mini, X, Y and Z Sessions

**Mini Session: (May 12, 2008 – May 23, 2008)**

	<u>Withdrawal Date</u>	<u>Liability</u>	<u>Refund</u>
During the first day of the session	5/12	0%	100%
During the second day of the session	5/13	10%	90%
During the Third day of the session	5/14	25%	75%
During the fourth day of the session	5/15	50%	50%
During the fifth day of the session	5/16	75%	25%
Beyond 5/16/08		100%	0%

**X and Z Sessions:**

	<u>Withdrawal Date</u>	<u>Liability</u>	<u>Refund</u>
During the first week of the session	5/29-6/4	0%	100%
During the second week of the session	6/5-6/11	10%	90%
During the Third week of the session	6/12-6/18	25%	75%
During the fourth week of the session	6/19-6/25	50%	50%
During the fifth week of the session	6/26-7/2	75%	25%
Beyond 7/2/08	Beyond 7/2/08	100%	0%

**Y Session:**

	<u>Withdrawal Date</u>	<u>Liability</u>	<u>Refund</u>
During the first week of the session	7/14-7/20	0%	100%
During the second week of the session	7/21-7/27	10%	90%
During the Third week of the session	7/28-8/3	25%	75%
During the fourth week of the session	8/4-8/10	50%	50%
During the fifth week of the session	8/11-8/17	75%	25%
	Beyond 8/17/08	100%	0%

#### GRADUATE - Summer X, Y, Z Sessions

**X and Z Sessions:**

	<u>Withdrawal Date</u>	<u>Liability</u>	<u>Refund</u>
During the first week of the session	5/16-5/22	0%	100%
During the second week of the session	5/23-5/29	10%	90%
During the Third week of the session	5/30-6/5	25%	75%
During the fourth week of the session	6/6-6/12	50%	50%
During the fifth week of the session	6/13-6/19	75%	25%
	Beyond 7/19/08	100%	0%

**Y Session:**

	<u>Withdrawal Date</u>	<u>Liability</u>	<u>Refund</u>
During the first week of the session	7/8-7/14	0%	100%

During the second week of the session	7/15-7/21	10%	90%
During the Third week of the session	7/22-7/28	25%	75%
During the fourth week of the session	7/29-8/4	50%	50%
During the fifth week of the session	8/5-8/11	75%	25%
	Beyond 8/11/08	100%	0%

### UNDERGRADUATE AND GRADUATE - Fall, Winter and Spring Session

<u>Fall 2008</u>	<u>Withdrawal Date</u>	<u>Liability</u>	<u>Refund</u>
During the first week of the session	9/2-9/8	0%	100%
During the second week of the session	9/9-9/15	10%	90%
During the Third week of the session	9/16-9/22	25%	75%
During the fourth week of the session	9/23-9/29	50%	50%
During the fifth week of the session	9/30-10/6	75%	25%
	Beyond 10/6/08	100%	0%

<u>Winter Mini Session 2009 (January 5, 2009 – January 16, 2009)</u>	<u>Withdrawal Date</u>	<u>Liability</u>	<u>Refund</u>
During the first day of the session	1/5	0%	100%
During the second day of the session	1/6	10%	90%
During the Third day of the session	1/7	25%	75%
During the fourth day of the session	1/8	50%	50%
During the fifth day of the session	1/9	75%	25%
	Beyond 1/9/09	100%	0%

<u>Spring 2009</u>	<u>Withdrawal Date</u>	<u>Liability</u>	<u>Refund</u>
During the first week of the session	1/20-1/26	0%	100%
During the second week of the session	1/27-2/2	10%	90%
During the Third week of the session	2/3-2/9	25%	75%
During the fourth week of the session	2/10-2/16	50%	50%
During the fifth week of the session	2/17-2/23	75%	25%
	Beyond 2/23/09	100%	0%

### REFUND/TUITION LIABILITY

This section pertains to all students, regardless of the method of payment or the manner of covering tuition costs. Once registered, students must officially drop or withdraw from classes in order to be eligible for any applicable tuition refund or to avoid responsibility for payment of charges already assessed. *The University Fee is NON-REFUNDABLE AFTER THE START OF THE SEMESTER.* This applies regardless of whether or not classes have been attended. Recipients of financial aid who incur a tuition liability after registration due to a reduction in the aid or to withdrawal from class will personally be responsible for payment of that liability to the University.

### REFUND SCHEDULE

The refund schedule applies only during the first four weeks of the semester. It is based on calendar dates, not on the number of class sessions held or attended. The official withdrawal date is the date the withdrawal form (available in the Registrar's Office) is received in the Office of the Registrar, not the last date of class attendance.

Whenever a student drops or withdraws from a course or from all courses, tuition charges are adjusted according to the above Refund/Tuition Liability schedule, provided that (1) the withdrawal notice is filed within the refund period, (2) it is submitted in writing to the Office of the Registrar and (3) the withdrawal lowers the student's program to less than 12 credits.

## **IMPACT OF WITHDRAWAL ON FINANCIAL AID**

In summer 2000, Polytechnic University adopted a new Federal Refund Policy to comply with new federal regulations (section 668.22) of Higher Education Amendments of 1998. In accordance with federal regulations, students who withdraw from the University and have Federal Title IV financial assistance (Federal Stafford Loan, Federal Parent Loan for Undergraduate Students, Federal SEOG, Federal Perkins Loan or Federal Pell Grant) that has been credited to their tuition account will be subject to the Federal Refund Policy regarding the possible return of Title IV funds awarded. In addition, the amount of refundable institutional charges will be determined based upon the University's policy.

The amount of the semester's Federal Title IV aid that is not earned must be returned to its source. The amounts to be returned to the Federal Programs will vary based upon type of program, the total amount to be returned, and the government's determination of the order in which aid is returned to the various programs. If there is a student account balance, resulting from these adjustments, the student is responsible for payment.

When returning Federal Title IV aid, federally mandated priority listing will be used:

1. Federal Unsubsidized Stafford Student Loan Program
2. Federal Subsidized Stafford Student Loan Program
3. Perkins Loan
4. Federal Parent Loan for Undergraduate Student (PLUS)
5. Federal Pell Grant
6. Supplemental Educational Opportunity Grant (SEOG)

A written outline of the Federal Refund Policy, along with federal worksheets and sample refund calculation, are available upon request in the Office of Financial Aid. The calculation for impact of withdrawal on financial aid is the same for all students. The determination of tuition refund is based on length of attendance.