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## WITHDRAWAL AND REFUND POLICY

### Withdrawal

Students intending to withdraw from the College should comply with the following procedures. These procedures are designed to ensure a smooth flow of information regarding a student's departure, to assess data regarding withdrawal, and to minimize potential problems in the event of re-admission:

1. All required forms must be submitted and an exit interview completed at the Office of the Vice President for Student Affairs before leaving the campus.
2. Purchase identification cards must be returned to the More Card Office.
3. Keys to residence hall rooms or apartments must be returned to the Office of Residence Life. All other keys must be returned to the appropriate building manager.
4. Refunds are based on the schedule below. Refunds for housing assignments are based on the date that students vacate their housing assignment and return their keys. Refunds on meal plans are calculated from the date students return their identification card.
5. Students on academic probation at the time of withdrawal will have that status noted on their transcript.
6. Students who transfer to another college are required to withdraw from Purchase. Any matriculated student who does not register and does not notify the Office of the Vice President for Student Affairs of his or her withdrawal from Purchase will be administratively withdrawn by the registrar.
7. Withdrawal affects the repayment of educational loans and disbursements of student aid funds. Students who receive financial aid and/or have taken out educational loans must consult with the Office of Student Financial Services before withdrawing.
8. Academic dismissal will supersede any withdrawal. This information is excerpted from the Purchase College Catalog 2008-2010 (</coursecatalog/2008-10/AcademicPolicies/Leaves-Withdrawals-Dismissals/Withdrawal.aspx>)

### Permanent Separation from the College

Please contact the Vice President of Student Affairs or the Registrar to apply for a voluntary withdrawal or leave of absence. Students who withdraw from individual courses after the Add/Drop period (08/31/2009 - 09/04/2009) and remain enrolled at Purchase College and students who, for disciplinary reasons, are dismissed from the college or removed from campus housing, are not entitled to a refund at any time.

#### Tuition

08/31 - 09/04	100%
09/07 - 09/11	70%
09/14 - 09/18	50%
09/21 - 09/25	30%

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09/28 to -----	0%
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**Tuition is non-refundable for students who withdraw from individual courses after September 4, 2009 and who are not applying for withdrawal from the college.**

**Non-refundable Fees:**

Activity Fee, Advance Enrollment Deposit, Applied Music Fee, Athletic Fee, Campus Services Fee, College Fee, Health Fee, Housing Deposit, Lab (Course) Fee, Late Payment Fees, Late Registration Fees, Orientation Fee, Performance Lab Fee, Technology Fee, Time Payment Plan Application and Late Fee, Transportation Fee.

**Meal Plans:**

Cancelled meal plans will be refunded 50% if cancelled within the quarterpoint of the semester, 09/25/2009. No refund (0%) after the quarterpoint of the semester. Furthermore, students who, for disciplinary reasons, are dismissed from the college or removed from campus housing, are not entitled to a refund at any time.

**Housing:**

Once a room is occupied, 50% refund before the quarterpoint of the semester, 09/25/2009. No refund (0%) after the quarterpoint of the semester. Students who, for disciplinary reasons, are dismissed from the college or removed from campus housing, are not entitled to a refund at any time.

**Refund Policy for First Time Purchase College Students**

A prorated policy will apply only to Federal Title IV Financial Aid recipients who were attending Purchase College for the first time and who withdraw from all registered classes during the initial 60% of the semester. If you do not plan on attending Purchase College upon admission, please contact the Admissions Office to complete the Voluntary Withdrawal Form.

**Returning Students who wish to Withdraw *during the Semester or prior the Start of the Upcoming Semester:***

Please contact the Office of Student Affairs to complete a Voluntary Withdrawal Form. You may also download and print the file at the Student Affairs website of simply click the link below.

[Download the "Application for Leave of Absence or Withdrawal from the College" form](#)