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WITHDRAWAL POLICY

FALL AND SPRING CREDIT COURSES

The last day to withdraw from Fall 2013 classes without any tuition liability is September 9th, 2013 and January 28th, 2014 for the Spring 2014 semester. This means that if you reduce your number of credits below the full-time level of 12 credits or completely withdraw from the college after this date, you will be responsible to pay tuition and fees according to the schedule below.

Students who reduce the number of credits, from full-time to part-time, after September 9th 2013 during the Fall 2013 semester and after January 28th, 2014 for the Spring 2014 semester are still responsible for paying tuition and fees according to the schedule below. The first day of classes as scheduled by the College shall be deemed to be the first day that classes are offered, as determined by the academic calendar.

Students who enroll for class(es) after the semester start date or start attending class(es) after the semester start date and then withdraw from class(es) are still responsible to pay tuition and fees in accordance with the tuition and fee liability schedule. The exception is for withdrawals from class(es) that are defined by the Registrar's Office as late-start classes.

REMEMBER: You, the student, are responsible for knowing that you are registered for classes, what classes you are registered for, paying your billing statements in a timely fashion, and understanding and following the correct procedures to withdraw from class(es).

WITHDRAWING FROM CREDIT COURSES

FALL 2013 REFUND SCHEDULE

Period of Enrollment	Tuition Refund	Tuition Liability	Fees Liability
Before 09/03	100%	0%	0%
09/03 - 09/09	100%	0%	100%
09/10 - 09/16	70%	30%	100%

09/17 - 09/23	50%	50%	100%
09/24 - 09/30	30%	70%	100%
10/01 to -----	0%	100%	100%

SPRING 2014 REFUND SCHEDULE

Period of Enrollment	Tuition Refund	Tuition Liability	Fees Liability
Before 01/22	100%	0%	0%
01/22 - 01/28	100%	0%	100%
01/29 - 02/04	70%	30%	100%
02/05 - 02/11	50%	50%	100%
02/12- 02/18	30%	70%	100%
02/19 to -----	0%	100%	100%

During 0% liability, refunds will be processed and charges removed for tuition and fees. After 0% liability, tuition will be prorated according to the schedule above, and all fees are due in full. After the start of classes, admissions and room deposits will be forfeited. After 100% liability, a student is liable for tuition and all fees in full. Students who register for courses and who don't file the appropriate withdrawal or do not drop before the end of the first week of classes are liable for the charges outlined in the schedule.

Students who are dismissed from the college or removed from campus housing for disciplinary reasons are not entitled to a refund at any time.

PERMANENT SEPARATION FROM THE COLLEGE (matriculated students)

Please contact the Registrar's Office to apply for a voluntary withdrawal or leave of absence. Students who, for disciplinary reasons, are dismissed from the College or removed from campus housing, are not entitled to a refund at any time. For more information about the Registrar's withdrawal and leaves policies, [click here](#).

Students who take a medical leave of absence, personal leave of absence, or withdraw from Purchase College after the start of the semester will be entitled to earn a portion of their financial aid funds after a federal Title IV

recalculation. This is a federally mandated policy which may require Purchase College to return federal financial aid funding. The amount is determined by the percentage a student is entitled to keep according to the policy.

[Click here to read more about Federal Title IV Financial Aid Recalculation](#)

Non-refundable Fees:

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

Meal Plans:

If a meal plan is cancelled by the quarter-point of the semester, September 30th, 2013 for the Fall semester and February 18th, 2014 for the Spring semester, a 50% refund will be issued. No refund (0%) will be issued after the quarter-point of the semester.

Meal Plan Refund Schedule

Fall 2013

Period of Enrollment	Refund
Before 09/03	100%
09/03- 09/30	50%
10/01 to -----	0%

Spring 2014

Period of Enrollment	Refund
Before 01/22	100%
01/22 to 02/18	50%
02/19 to -----	0%

Students who are dismissed from the college or removed from campus housing for disciplinary reasons are not entitled to a refund at any time.

Housing:

If a student cancels their room plan after they have moved in but before the quarter-point of the semester, September 30th 2013 for the Fall semester and February 18th, 2014 for the Spring semester, a 50% refund will be issued. No refund (0%) will be issued after the quarter-point of the

semester.

Housing Refund Schedule**Fall 2013**

Period of Enrollment	Refund
Before 09/03 (if student has not moved in)	100%
09/03- 09/30	50%
10/01 to -----	0%

Spring 2014

Period of Enrollment	Refund
Before 01/22 (if student has not moved in)	100%
01/22 to 02/18	50%
02/19 to -----	0%

Students who are dismissed from the college or removed from campus housing for disciplinary reasons are not entitled to a refund at any time.

Returning students who wish to withdraw *during the semester or prior to the start of the upcoming semester*:

Please contact the Registrar's Office to complete a Voluntary Withdrawal Form. This form is available for download on the Student Affairs website:

[Click here to download the Leave of Absence/Withdrawal Form](#)

SUMMER AND WINTER CREDIT COURSES

Fall and Spring semester courses: Please refer to refund schedule above.

SUMMER 2013 REFUND SCHEDULE

Session I Online Credit Courses	
For add/drop or withdrawal forms received:	
By Tuesday, May 21	100%
By Thursday, May 23	35%

After Thursday, May 23	0%
Session II Credit Courses	
For add/drop or withdrawal forms received:	
By Wednesday June 12	100%
By Thursday, June 20	35%
After Thursday, June 20	0%
Session III and IV Credit Courses	
For add/drop or withdrawal forms received:	
Before the 3rd day of the session	100%
Before the 5th day of the session	35%
On or after the 5th day of the session	0%

WINTER 2014 REFUND SCHEDULE

For add/drop or withdrawal forms received:		
Before the 3rd day of the session	For Winter 2014: before Jan. 4th	100%
Before the 5th day of the session	For Winter 2014: before Jan. 7th	35%
On or after the 5th day of the session	For Winter 2014: on or after Jan. 7th	0%

Non-Credit Courses**Non-Credit Tuition Refund Schedule**

(including courses with non-credit options*)

Courses with 5 or more class sessions	
For add/drop or withdrawal forms received:	
Before the 1st class session	100%*

Before the 2nd class session	50%*
During or after the 2nd class session	0%
Courses with 2 to 4 class sessions	
For add/drop or withdrawal forms received:	
Before the 1st class session	100%*
Before the 2nd class session	25%*
During or after the 2nd class session	0%
Courses with 1 class session	
For add/drop or withdrawal forms received:	
Before the 1st class session	100%*
During or after the 1st class session	0%

*Excluding the non-refundable \$25 non-credit registration fee (per student)

Refer to these program sites for separate information on non-refundable tuition deposits and refund schedules:

[Summer Youth Programs: How to Register and Refund Policy and Schedule](#)

[Summer Precollege Programs: How to Register and Refund Policy and Schedule](#)

Please click here to view our prior semesters' refund policies:

- [Fall 2009 Refund Policy](#)
- [Spring 2010 Refund Policy](#)
- [2010 - 2011 Withdrawal and Refund Policy](#)
- [2011- 2012 Withdrawal and Refund Policy](#)
- [2012-2013 Withdrawal and Refund Policy](#)