



# Alabama A&M University

## Policy

**Policy:** #####

**Effective Date:** October 1, 2008

**Responsible Office:** Student AR & Registrar

**Refund for Course Drop or Withdrawal**

**Revised Date:** October 1, 2008

### I. PURPOSE/OBJECTIVE

To establish the time frame and rates for which Tuition credit will be issued for dropped or withdrawn courses.

### II. REFUND CALCULATION SCHEDULES

Refund (credit issued to the students account) of Tuition charges is calculated in accordance with the following schedules:

#### a. Fall and Spring Terms

Withdrawal time period	Credit issued
*Prior to the 1 <sup>st</sup> official class day	100%
1 <sup>st</sup> through the 7 <sup>th</sup> calendar day	90%
8 <sup>th</sup> through the 14 <sup>th</sup> calendar day	80%
15 <sup>th</sup> through the 21 <sup>st</sup> calendar day	70%
22 <sup>nd</sup> through the 30 <sup>th</sup> calendar day	60%
After the 30 <sup>th</sup> calendar day	0%

#### b. Summer Terms

Withdrawal time period	Credit issued
*Prior to the 1 <sup>st</sup> official class day	100%
1 <sup>st</sup> through the 3 <sup>rd</sup> calendar day	75%
4 <sup>th</sup> through the 7 <sup>th</sup> calendar day	50%
After the 7 <sup>th</sup> calendar day	0%

\*Note: Full withdrawal prior to the 1<sup>st</sup> official day of class is subject to the assessment of a registration processing fee.