



## REFUND POLICY FOR TUITION

The tuition and fees are refundable in accordance with a defined schedule if a student withdraws from the University after completing the registration process. The **tuition refund** percentage is based on the total tuition charged, not the amount paid. A full course fee refund will be issued if the University cancels a course.

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

### Fall and Spring Semesters

- From the first official day of class through the seventh calendar day, 90%
- From the eighth calendar day of class through the fourteenth calendar day, 80%
- From the fifteenth calendar day of class to the twenty-first calendar day, 70%
- From the twenty-second calendar day through the twenty- eighth calendar day, 60%

### **No Refund after the Twenty-Ninth Calendar Day**

**NOTE:** The tuition refund percentage is based on the total tuition charged, not the amount paid. A full course fee refund will be issued if the university cancels a course.

## PAYMENTS PAID BY MASTERCARD/VISA CREDIT CARD

Payments paid by MasterCard/Visa credit card will be refunded by University check upon official withdrawal from the University or dropping a class. Students scheduled to receive Financial Aid, who do not plan to attend a session for which they have pre-registered, must notify the Financial Aid Office in writing prior to the first day of class to cancel their pre-registration and financial aid. Students who fail to notify the Financial Aid Office prior to the first day of class will be enrolled and subject to academic and financial penalties.

**EMERGENCY SEPARATION FOR MILITARY PURPOSES POLICY** Students who withdraw due to being called to active duty or spouses of persons called to active duty may be eligible for a full refund of required tuition and fees. Room and board will be refunded in accordance with the current University refund policy. All students who receive Title IV funds will be processed according to federal policies. Federal policy statements are available in the Office of Student Financial Aid.

## OTHER INFORMATION

If you registered and decide not to return to AAMU, you should notify the Registrar (by writing a letter of your decision prior to the first day of class) and include your I.D. number and a number where you can be contacted.

## RESTRICTIONS DUE TO INDEBTEDNESS TO THE UNIVERSITY

No Student will be permitted to register for a semester until all bills from the previous semester have been paid. Failure to meet the financial obligation, as scheduled, will cause a forfeiture of privileges of the dining facilities, residence halls, classroom facilities, and other activities. No transcript or record will be issued for any Student who is indebted to the University. This includes but is not restricted to, a delinquent Carl D. Perkins Loan. If classes are dropped and you re-register, you will be charged a **late fee of \$60.00**. Students who do not meet their financial obligations in a timely manner are subject to certain penalties