

Refund and Payment Policies

COURSES MUST BE DROPPED OR ADDED IN WRITING, BY THE STUDENT, AFTER THE START OF CLASSES.

Drop/Add forms are available in the Student Service Center. All drop/add transactions require the approval of the student's Academic Advisor.

DROPPED COURSES WILL BE ASSESSED A TUITION CHARGE ACCORDING TO THE FOLLOWING SCHEDULES:

REFUND SCHEDULE

Weeks in the Term
16 10 8 5

Calendar days elapsed since start of term

1-7 days	100%	100%	100%	100%
8-14 days	80%	60%	60%	50%
15-21 days	60%	40%	40%	0%
22-28 days	40%	0%	0%	0%
29-35 days	0%	0%	0%	0%

NON-ATTENDANCE AND/OR NON-PAYMENT DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL FROM A COURSE.

Students wishing to withdraw from a course(s), once classes have begun, must complete a course change form. Courses dropped on or before the first week of class will be deleted from the student's academic record and no tuition will be charged. Courses dropped after the above date will result in a →W← grade and a portion of the tuition will be charged. Refer to the Tuition Refund Schedule above for the exact dates of refund percentages. Students failing to formally withdraw from a course will receive an →F← grade and will be charged full tuition.

If after dropping a course you are entitled to a refund, a request must be made in writing to the Student Service Center. Please allow two weeks for processing. Refer to Refund Policy for Students Receiving Federal Assistance Section for Information concerning Financial Aid Refunds.

Lab and course fees are not refundable after classes begin.

Students may be released from the Residence Hall Contract under the following circumstances:

- Completion of degree requirements at mid-year.
- Withdrawal from the College.
- Due to extenuating circumstances as granted by the Director of Residence Life and/or Vice President for Student Affairs.

Students who withdraw from their Contract prior to July 1 will not be charged the room and board costs for the semester. The housing deposit will be forfeited. Room and board charges will be applied to students' bills on the July 1 preferred housing deadline. Students who withdraw from the Contract after July 1 will not receive a refund for room or board charges for the remainder of the Contract term unless the student meets one of the above criteria.

In extraordinary circumstances, such as serious illness or injury, when a student is forced to withdraw from classes after the refund period has ended, a written appeal may be made to the Controller requesting special consideration. Appropriate documentation is required with such an appeal.

PAYMENT

FULL PAYMENT IS DUE ON THE FIRST DAY OF CLASS FOR EACH SEMESTER. You can locate your invoice and pay for your tuition through MyUrsuline under Cash Net. The invoice will show the total charges for tuition, and course fees. Payment can be made by cash, check, and money order through the mail or in person. **A 1% SERVICE CHARGE WILL BE ASSESSED ON ANY UN-PAID BALANCE.** If you have any questions on your invoice, please contact the Student Service Center at 440-646-8309.

IF YOU HAVE A TUITION ASSISTANCE PROGRAM AT YOUR PLACE OF EMPLOYMENT, Ursuline College offers a tuition deferment program. Please call the Student Service Center at 440-646-8309 for details.

CHECKS RETURNED by the bank unpaid will result in the assessment of a per check charge of \$25 against the account of the student on whose behalf the check was presented. Failure to make prompt payment for returned checks may result in the cancellation of registration, reporting of your account to a collection agency and/or legal proceedings.

**STUDENT SERVICE CENTER TELEPHONE NUMBER
440/646-8309**