

### **Course Refund Policy**

Course Refunds for courses dropped with permission will be made as follows for regular term classes and for summer language intensives (typically six weeks in duration):

- Full refund if student submits a signed drop form prior to the start of a term or by the end of the first week of class.
- 80 percent refund if student withdraws by the end of the second week of a class.
- 60 percent refund if student withdraws by the end of the third week of a class.
- 50 percent refund if student withdraws by the end of the fourth week of a class.
- No refund after the end of the fourth week, or for courses dropped without permission.

The refund policy for intensive courses will follow the above pattern for each day the course meets. **For one and two week intensives:**

- Full refund if student submits a completed Drop form by 4 p.m. on the second day of class.
- 80 percent refund if student submits a completed Drop form by 4 p.m. on the third day of class.
- 60 percent refund if student submits a completed Drop form by 4 p.m. on the fourth day of class.
- 50 percent refund if student submits a completed Drop form by 4 p.m. on the fifth day of class.
- There is no refund after the fifth day of the course, or if the course is dropped without permission.