**Tuition Credit Policy**

**The Student Financial Services office strictly adheres to all published deadlines listed below. The dates are based on the published first day of classes, regardless of the day of an individual class meeting.**

Not attending classes or simply notifying the instructor that you plan to withdraw from a class does not constitute official withdrawal from a course. All applicable fees will be assessed.

Regular Academic Term – Undergraduate and Graduate (Fall/Spring)

|  |  |
| --- | --- |
| Week/Day  | Percentage  |
| First Week  | 100 Percent  |
| Second Week  | 80 Percent  |
| Third Week  | 60 Percent  |
| Fourth Week  | 40 Percent  |
| Fifth Week  | 20 Percent  |
| After Fifth Week  | No Refund  |

Intensive Classes – Undergraduate and Graduate

 (January, May, June, HFID California, On-line Intensives)

|  |  |
| --- | --- |
| Week/Day  | Percentage  |
| First Day of Class  | 80 Percent  |
| After First Day  | No Refund  |

On-line Graduate courses (Not including On-line Intensives)

|  |  |
| --- | --- |
| Week/Day  | Percentage  |
| First Week  | 80 Percent  |
| Second Week  | 40 Percent  |
| After Second Week  | No Refund  |

**Summer Classes:**

Undergraduate summer – 6 week term

|  |  |
| --- | --- |
| Week/Day  | Percentage  |
| First two days  | 100 Percent  |
| Remainder of First week (day 3-6)  | 80 Percent  |
| Second week  | 40 Percent  |
| After second week  | No Refund  |

Graduate summer – 10 week term

|  |  |
| --- | --- |
| Week/Day  | Percentage  |
| First two days  | 100 Percent  |
| Remainder of First week (day 3-6)  | 80 Percent  |
| Second week  | 40 Percent  |
| After second week  | No Refund  |

 Tuition Insurance:

Bentley University also offers families the option to purchase a Tuition insurance plan from GradGuard to supplement our refund policy if a student needs to withdraw due to illness, injury, mental health issues, unforeseen loss of life, or other reasons.

The plan supplements the university refund schedule, and provides up to 100% coverage throughout the entire term. If you withdraw from classes due to illness, injury, mental health issues, unforeseen loss of life or any other eligible reason, the plan will ensure you receive up to 100% of your insured tuition, room and board, and some fees.

Learn more at <https://gradguard.com/tuition> or call 877-794-6603.