

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

