

# REDUCTION/REFUND OF FEE CHARGES UPON WITHDRAWAL

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To withdraw from a single course or all courses (complete withdrawal), it is necessary to process a change of registration through BANNER online via the MyYSU Portal—Registration. It is the student's responsibility to confirm that the withdrawal was correctly processed and the course(s) is/are deleted. Nonattendance of class, or notification to the instructor or department, does not constitute official withdrawal.

Effective Summer 2009, if a student is permitted to withdraw from the University or if a student reduces his or her academic load, a refund of the tuition charge, and the nonresident tuition surcharge (if applicable), shall be made in conformity with the following schedule for regularly scheduled courses:

Length of Course	100% Refund	No Reduction of Charges
6 weeks or more	Thru the 14th day <sup>1</sup>	15th day and later
Less than 6 weeks	15% of the course	More than 15% of the course

Note: Because access to change of registration is now available online 24/7, every day of the week is counted (including weekends and holidays) when calculating tuition refunds.

<sup>1</sup> *Note: For a complete withdrawal from any term, all applicable fees, fines, and penalties will be deducted from any refunds. If fees were paid by scholarship, loan, or grant-in-aid, the appropriate credit will be issued to the fund from which the initial payment was made. Student accounts paid with financial aid awards may be subject to a financial aid repayment. No refunds will be issued until after the 14th day of the term.*

If a withdrawal is after the prescribed time limits (as indicated above), all tuition and other applicable fees and charges are forfeited. All applicable fees, fines, and penalties due must be paid before the refund is paid.