



# UNIVERSITY OF SAINT JOSEPH

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## CONNECTICUT

### **Refund Policy on Tuition & Fees**

#### **POLICY:**

University of Saint Joseph refunds tuition and fees based on the University of Saint Joseph Institutional Policy. Adjustments made outside the institutional policy may be made by the Vice President of Finance and Provost when extenuating circumstances exist such as illness.

#### **Standard Refund Policy:**

##### **Non-refundable fees:**

Admission deposit  
Residence/Board Fee  
Room Deposit Fee  
Laboratory Fees

##### **Refundable fees:**

Tuition  
Student Comprehensive Fee  
Amenities Fees  
Applied Music Fees

Refunds cannot be mailed until funds are received and checks have cleared.

**Cash/Check Payment:** A refund check will be automatically generated and sent to you at your mailing address, unless other arrangements have been made with the Accounts Payable Department. Please allow 2-3 weeks for a refund check to be issued.

**Credit Card Payments:** When you pay by credit card and there is an adjustment made to the charges paid, we are required to credit the credit card account used to make the payment. Existing regulations prohibit the University from making a refund to you in cash or check when payment was made with your credit card.

**Financial Aid Refunds:** The University cannot disburse your financial aid onto your account until the funds are received by the University. Any excess financial aid will be refunded to you after the drop/add date for each semester.

**NOTE:** No tuition refunds are given after the established drop/add date for standard courses as published in the Academic Calendar.

# Partial Refund Policy for Online Graduate Programs Biology, Biochemistry, Nutrition & Emerging Diseases

(Effective 1/1/2012, Revised 4/19/12)

If a matriculated student in a Graduate Online Program drops a course, a refund may be issued depending on when they complete the paperwork to drop it:

- **Prior to the beginning of the course:** A student who drops a course in an online graduate program before the course begins will receive 100% of the tuition refunded.
- **16 week semester: After the start of the course: the student may get a portion of the tuition refunded (less a processing fee of \$100) based on the following schedule:**
  1. If the student drops the course during the:

First Week	100%
Second Week	90%
Third & Fourth Weeks	80%
Fifth Week	70%
Sixth & Seventh Weeks	60%
Eighth & Ninth Weeks	50%
After Ninth Week	No Refund
- **8-week session: After the start of the course: the student may get a portion of the tuition refunded (less a processing fee of \$100) based on the following schedule:**
  1. If the student drops the course during the:

First Week	100%
Second Week	90%
Third Week	80%
Fourth Week	70%
Fifth Week	50%
After Fifth Week	No Refund

## **Non Standard Refund Policy:**

**Summer Term Refund policy:** Students who drop a Summer Term course before the start of the first class and prior to the start of the second class will receive a 100% refund of tuition and fees. After the 2<sup>nd</sup> class there is no refund.

**Modular class refund policy:** Students who drop a Modular course before the start of the second class will receive a 100% refund of tuition and fees. After the 2<sup>nd</sup> class there is no refund.

**On Line Class refund policy:** Students enrolled in online courses must drop the course within 96 hours of the first class date in order to receive a refund. After that time, there is no refund.

**NOTE:** No Refunds are given after the established drop/add date for non-standard or off campus cohort courses as published in the Academic Calendar.

**PROCEDURE:**

Students who complete an approved drop form will be dropped from classes by the Office of the Registrar. Tuition and fee adjustments will be credited in accordance with the published drop/add period when the charges update process is run. Students who drop classes 21 days after the start of the semester for standard and non-standard courses receive no adjustment to charges.

Resident students who are granted an exception to their Housing Contract, authorized by the Dean of Students and/or Director of Housing may have adjustments made to their room, board and amenities fees.