

Refund Policy

Institutional Policy for Withdrawals

Students may drop a class with full refund of tuition and fees until the Last Day to Register or Add/Drop Classes for the appropriate session, as published in the Academic Calendar. Following the deadline to drop a class, a student may withdraw under certain circumstances. For more information, see the Graduate and Professional Withdrawal Guide (<https://www.apu.edu/graduateprofessionalcenter/sfs/financialaid/policies/refund/>).

Federal Return to Title IV (R2T4) Policy

APU is required by federal regulations to use a prescribed formula to calculate the unearned portion of the financial aid received and return it to the Title IV programs. For more information, see the Graduate and Professional Withdrawal Guide (<https://www.apu.edu/graduateprofessionalcenter/sfs/financialaid/policies/refund/>).

Institutional Aid Return Policy

Dropping a class through the Last Day to Register or Add/Drop Classes results in a 100 percent return of any institutional aid associated with the dropped class. When a student withdraws, institutional financial aid may be adjusted at the discretion of the departments awarding the scholarship funds. If a student believes that extenuating circumstances warrant an exception from published policy, he/she must submit a written appeal to the Office of Graduate and Professional Student Financial Services (<http://www.apu.edu/graduateprofessionalcenter/sfs/>).

The university reserves the right to make any changes in the institutional refund policies, fees, and expenses without notice. Azusa Pacific University does not discriminate on the basis of race, color, national origin, sex, age, disability, or status as a veteran in any of its policies, practices, or procedures. Appeal procedures exist for anyone who feels that a violation of the above has occurred—contact the Office of Graduate and Professional Student Financial Services (<http://www.apu.edu/graduateprofessionalcenter/sfs/>).

Military Tuition Assistance Return Policy

The Department of Defense memorandum of understanding requires that the university “have an institutional policy that returns any unearned Tuition Assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.” In accordance with that requirement, the university TA funds return policy is as follows:

Between the start date of a course and up to the add/drop date of that course (as defined by the academic calendar), the university will refund 100 percent of TA funds back to the respective military department if a student drops from a course for which TA funds were used to pay tuition. After the add/drop date and prior to the 61 percent point, “earned” TA funds are prorated on a per-day basis. For example, if a student has \$100 in TA funds applied to their account for a course and completes 14 days of a 60-day course (23 percent), then the student is considered to have earned \$23. The remaining \$77 would be returned. The student’s withdraw date is calculated in accordance with the institution’s withdraw date definitions for federal R2T4 purposes. After the 60 percent point in a class, a student is considered to have “earned” all TA funds and no return is made.

Note: The institutional policy for TA funds may be superseded by the return policies of military branches. For example, if the university return policy determines that a student has earned \$50 of \$100 in TA funds, but the Army requests a full return of \$100, the university will return the amount that is requested by the branch.