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 (http://www.apu.edu/calendar/academic). Following the deadline to drop a class, a student may withdraw under certain circumstances, as stated in this catalog under Academic Policies and Procedures: Withdrawal (http://catalog.apu.edu/graduateprofessional/academic-policies-procedures/withdrawal).

In the event a student withdraws from a class, refund of tuition and course fees will be made as follows:

<table>
<thead>
<tr>
<th>Percentage of Session</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through the Last Day to Register or Add/Drop</td>
<td>100 percent refund</td>
</tr>
<tr>
<td>After deadline, up to 24 percent of session</td>
<td>90 percent refund</td>
</tr>
<tr>
<td>25–39 percent of session</td>
<td>50 percent refund</td>
</tr>
<tr>
<td>40–59 percent of session</td>
<td>25 percent refund</td>
</tr>
<tr>
<td>60 percent of session or greater</td>
<td>0 percent refund</td>
</tr>
</tbody>
</table>

Note: Tuition deposits and application fees are not refunded under any circumstances.

Federal Return to Title IV Policy
APU’s graduate and professional institutional withdrawal policy is independent of, and in no way contingent upon, the federal government’s Return to Title IV (R2T4) policy that must always be considered when a student withdraws from a term.

The registrar’s office in the Graduate and Professional Center (http://www.apu.edu/graduateprofessionalcenter) is responsible for officially withdrawing the student from APU studies. A student begins the process by obtaining an Enrollment Activity Form (http://www.apu.edu/graduateprofessionalcenter/registrar/forms), completing the entire form, and securing all the necessary signatures requested.

It is important to note that the federal government awards financial aid assuming that a student will complete the courses for which aid is received. If a student withdraws from all concurrent courses in a term, or doesn’t complete all the sessions of a modular (sequential) course schedule, in some cases the student earns only a portion of the financial aid already awarded or disbursed. APU’s student financial services office is required by federal regulations to use a prescribed formula to calculate the unearned portion of the financial aid awarded or disbursed and return it to the Title IV programs.

Students will have the opportunity to talk with a Student Account Counselor regarding how withdrawing will affect their current aid eligibility. A Financial Aid Withdrawal Guide (http://www.apu.edu/graduateprofessionalcenter/sfs/financialaid/policies/refund) providing specific examples of how withdrawing affects financial aid is available.

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. If a student believes that extenuating circumstances warrant an exception from published policy, he/she must submit a written appeal to the student financial services office (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 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 class and up to the add/drop date of that class (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 class 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.