



**Quincy
University**

Student Financial Services

POLICIES & PROCEDURES

REFUND POLICY

Updated 2015
Reviewed/revised 2017

Refund Policy

Official withdrawals from the University originate with the Dean of Students. Full tuition is charged unless the student makes a formal withdrawal. No refund of tuition will be made to a student dismissed for disciplinary reasons.

If a traditional undergraduate student formally withdraws within the first four weeks of the fall or spring semester, the following charges are made:

- During the first week of classes, No charge;
- During the second week, 25% of tuition is charged;
- During the third week, 50% of tuition is charged;
- During the fourth week and after, 100% of tuition is charged.

Please contact the Business Office for drop/refund information for course registrations in the summer sessions.

All Quincy University institutional aid awarded is adjusted accordingly by the same percentages to calculate the net amount charged for tuition and aid.

If a graduate or professional studies student formally withdraws, there will be a refund only during the first week of classes.

Room and Board cost is refunded using the same sliding scale percentage as tuition for cancellation. A cancellation fee of \$150 will be charged.

All other fees and other charges are non-refundable after the first week of classes.

No refund appeals are allowed from withdrawals.

Any changes in the refund policy are approved and communicated by the Business Office.

Withdrawal/Refund Procedure

Any student desiring to withdrawal from the University is required to submit a formal withdrawal request to the Dean of Students. The Dean of Student will provide the formal withdrawal form.

1. The first section of the form is completed by the student.
2. The student will meet with Financial Services
3. The Dean of Student will review the withdrawal form and address any QU equipment or other items required to be returned with the student.

The Dean of Students approves all withdrawal forms and forwards to the Business Office the approval with the effective withdrawal date. The refunds are automatically calculated and processed by the Business Office based on this communication from the Dean of Student. Under normal circumstances, the University will pay or credit refunds within two weeks of the approval of the student's withdrawal. The Business Office will issue the refund and send a new billing statement reflecting the calculated refund amount.