



**POLICY ON PRO-RATED COSTS WHEN A STUDENT WITHDRAWS FROM THE COLLEGE**

The following account charges are eligible for proration for fall 2017, spring 2018 and summer 2018 (“COSTS ELIGIBLE FOR PRORATION”):

Tuition	IT Fee
Program Fees	Online per hour Fee
Housing Charge (Cost per Day Calculation)	Meal Plan (Actual Meals Used)

The following account charges are not eligible for proration and are assessed at 100%:

Course Fees	Disciplinary Fines
New-Student Fee	Housing Fines
Books purchased in the campus Bookstore	Library Fines
Supplies purchased in the campus Bookstore	Clinical makeup Fees
Laptop if purchased from the College	Challenge exam Fees
Parking Fines	Transcript Fees

**\*\*All institutional aid will be assessed according to the Cost Eligible for Proration dates listed below\*\***

**Deposits**

The College will retain any deposits that have been paid to the student’s account to satisfy the amount due. Deposits are only refunded if the student’s account reflects a credit balance.

**COST ELIGIBLE FOR PRORATION will be recalculated based on the following schedule, as of 5 pm each day:**

**FALL 2017**

<u>Withdrawal Date</u>	<u>Refund Percentage</u>	<u>Percentage Assessed</u>
Before or during the last day to add a class (by 9/5/17)	100%	0%
After September 5th to September 8th, 2017	75%	25%
After September 8th to September 15th, 2017	50%	50%
After September 15th to September 22nd, 2017	25%	75%
After September 22nd, 2017	No refund issued	100%

**SPRING 2018**

<u>Withdrawal Date</u>	<u>Refund Percentage</u>	<u>Percentage Assessed</u>
Before or during the last day to add a class (by 1/16/18)	100%	0%
After January 16th to January 19th, 2018	75%	25%
After January 19th to January 26th, 2018	50%	50%
After January 26th to February 2nd, 2018	25%	75%
After February 2nd, 2018	No refund issued	100%

**SUMMER I SESSION, 2018**

<u>Withdrawal Date</u>	<u>Refund Percentage</u>	<u>Percentage Assessed</u>
Before or by the last day to <b>add</b> classes (by 5/18/18)	100%	0%
After May 18 to May 25, 2018	75%	25%
After May 25 to June 1, 2018	50%	50%
After June 1 to June 8, 2018	25%	75%
After June 8, 2018	No refund issued	100%

**SUMMER II SESSION, 2018**

<u>Withdrawal Date</u>	<u>Refund Percentage</u>	<u>Percentage Assessed</u>
Before or by the last day to <b>drop</b> classes (by 5/16/18)	100%	0%
After May 16, 2018	No refund issued	100%

**SUMMER III SESSION, 2018**

<u>Withdrawal Date</u>	<u>Refund Percentage</u>	<u>Percentage Assessed</u>
Before or by the last day to <b>drop</b> classes (by 7/5/2018)	100%	0%
After July 5, 2018	No refund issued	100%

Students who had added non-mandatory meal plan dollars to their account will receive a refund of the balance on their account. This applies only to non-mandatory meal plan dollars.

For students who fail to complete the official withdrawal process, Presentation College will determine the date of withdrawal once the College becomes aware that a student is no longer attending classes. If an amount owed is generated as a result of the calculation, the payment must be received or repayment arrangements must be made within 30 days of notification of the withdrawal date or the student's account will be considered delinquent.

The financial aid office performs a calculation of return of Title IV funds that is separate from the College refund calculation. That policy is in the financial aid office section of the college catalogue.