

## MINIMESTER 2005 REFUND INFORMATION

Refund dates and percentages are based on the official start date of January 3, 2005

Length of Course	1 <sup>st</sup> Day	2 <sup>nd</sup> Day	3 <sup>rd</sup> Day	4 <sup>th</sup> Day and After
One Week	100%*	50%**	None	None
Two Weeks	100%*	50%**	None	None
Three Weeks	100%*	50%**	50%**	None

\* Refund - tuition and fees

\*\* Refund - tuition only

### **Refund Policy**

To receive a refund you must officially withdraw from the course and file a Change of Schedule Form in the Registration Office, Enrollment Services Center, room 223.

### **Withdrawal**

Notifying your instructor does not constitute an official withdrawal. If you are unable to withdraw in person, send a withdrawal letter to Enrollment Services. The postmark becomes the withdrawal date.

### **Exceptions**

Exceptions to the refund policy may be made based on documentation of medical or other extraordinary circumstances. No requests will be considered 30 days after a session begins. To apply for an exception, submit a written statement of explanation and documentation (if appropriate) to:

#### **Undergraduate Students:**

Director, Office of the Bursar  
Enrollment Services Center, Room 315

#### **Graduate Student:**

Director, Graduate School  
7800 York Road, Room 218