

HAMLIN TUITION CHARGE WITHDRAWAL POLICY

Undergraduate:

For students who officially withdraw from the university during the fall or spring semester, the amount of tuition owed is calculated from the date on record of their withdrawal or leave, not from the date the student ceases to attend classes. Students who officially withdraw from classes before the tenth day of the term for on-campus programs, or by the 6th day of the term for online degree completion programs, will not be responsible for any tuition charges. After that date, the amount of tuition owed will be calculated based on the withdrawal date. Students who withdraw from a full semester course after 8 weeks of the term have passed will be responsible for all tuition charges. Deadlines for 1/2 term or shorter courses are determined by the length of the course. The effective date of withdrawal from the university is determined by Academic Advising. Withdrawal charges for a change of registration will be made according to the same withdrawal schedule if a student drops below 12 credits or for the overload credits (more than 18) that the student drops. No adjustment will be made if a student's credit load stays between 12–18 credits. [Click to view withdrawal deadlines.](#) [Online Degree Completion Withdrawal Deadlines](#)

Graduate schools:

For graduate students who drop or withdraw from a class, the effective day of the drop or withdrawal is the day the completed form is returned to the Registration and Records Office, not when the student stops attending class. Students are required to contact Registration and Records directly to make changes to their schedule. Instructors and/or graduate school program staff may not change registration on behalf of the student. Students who drop by the published last day to drop for the class will not be responsible for any tuition charges. After that date, the student must withdraw, and the amount of tuition owed is calculated based on the withdrawal date. Students who withdraw from a full semester course after 8 weeks of the course have passed, will be responsible for all tuition charges. Deadlines for 1/2 term or shorter courses are determined by the length of the course. Click to view withdrawal deadlines based on your graduate college. [School of Business Graduate Programs](#) [School of Education and College of Liberal Arts Graduate Programs](#)

Other :

Student fees and mandatory commuter declining balance assessed by the university are not refundable. Any discounts applied will be removed and not be prorated in the withdrawal calculation.

Undergraduate

Calendar days include weekends and holidays, and the course start date counts as day “zero”.

The table below shows the percentage of tuition owed through the listed calendar day. After the 75% day ends, 100% of tuition is owed.

Undergraduate								
Fall 2023 (Full Term)			Fall 2023 (First Half)			Fall 2023 (Second Half)		
14	0%	9/11/2023	8	0%	9/5/2023	7	0%	10/23/2023
27	25%	9/24/2023	13	25%	9/10/2023	13	25%	10/29/2023
41	50%	10/8/2023	20	50%	9/17/2023	20	50%	11/5/2023
55	75%	10/22/2023	27	75%	9/24/2023	27	75%	11/12/2023
Spring 2024 (Full Term)			Spring 2024 (First Half)			Spring 2024 (Second Half)		
14	0%	2/5/2024	7	0%	1/29/2024	7	0%	3/25/2024
27	25%	2/18/2024	13	25%	2/4/2024	13	25%	3/31/2024
41	50%	3/3/2024	20	50%	2/11/2024	20	50%	4/7/2024
55	75%	3/17/2024	27	75%	2/18/2024	27	75%	4/14/2024
Summer 1 2024 (4 Weeks)			Summer 2 2024 (4 Weeks)			Summer 3 2024 (10 Weeks)		
1	0%	6/4/2024	1	0%	7/9/2024	7	0%	6/10/2024
2	25%	6/5/2024	2	25%	7/10/2024	20	25%	6/23/2024
3	50%	6/6/2024	3	50%	7/11/2024	27	50%	6/30/2024
4	75%	6/7/2024	4	75%	7/12/2024	34	75%	7/7/2024
Winter Term 2024			May Term 2024					
1	0%	1/3/2024	1	0%	5/14/2024			
2	25%	1/4/2024	2	25%	5/15/2024			
3	50%	1/5/2024	3	50%	5/16/2024			
4	75%	1/6/2024	4	75%	5/17/2024			

HSE/CLA Graduate Programs

Calendar days include weekends and holidays, and the course start date counts as day “zero”. (School of Education and College of Liberal Arts Graduate Students, see <https://www.hamline.edu/registration-records/calendars/graduate/drop-withdraw/> for exceptions to the deadline to drop with a full refund.

The table below shows the percentage of tuition owed through the listed calendar day. After the 75% day ends, 100% of tuition is owed.

HSE/CLA Graduate Programs								
Fall 2023 (Full Term)			Fall 2023 (First Half)			Fall 2023 (Second Half)		
14	0%	9/11/2023	8	0%	9/5/2023	7	0%	10/23/2023
27	25%	9/24/2023	13	25%	9/10/2023	13	25%	10/29/2023
41	50%	10/8/2023	20	50%	9/17/2023	20	50%	11/5/2023
55	75%	10/22/2023	27	75%	9/24/2023	27	75%	11/12/2023
Spring 2024 (Full Term)			Spring 2024 (First Half)			Spring 2024 (Second Half)		
14	0%	2/5/2024	7	0%	1/29/2024	7	0%	3/25/2024
27	25%	2/18/2024	13	25%	2/4/2024	13	25%	3/31/2024
41	50%	3/3/2024	20	50%	2/11/2024	20	50%	4/7/2024
55	75%	3/17/2024	27	75%	2/18/2024	27	75%	4/14/2024
Winter 2024			May Term 2024			Summer 2024 (12 Weeks)		
6	0%	1/8/2024	7	0%	5/20/2024	14	0%	6/17/2024
7	25%	1/9/2024	8	25%	5/21/2024	27	25%	6/30/2024
8	50%	1/10/2024	9	50%	5/22/2024	41	50%	7/14/2024
9	75%	1/11/2024	10	75%	5/23/2024	55	75%	7/28/2024
Summer 1 2024 (6 Weeks)			Summer 2 2024 (6 Weeks)					
7	0%	6/10/2024	7	0%	7/22/2024			
8	25%	6/11/2024	8	25%	7/23/2024			
9	50%	6/12/2024	9	50%	7/24/2024			
10	75%	6/13/2024	10	75%	7/25/2024			

HSB Graduate and Online Degree Completion Students

Calendar days include weekends and holidays, and the course start date counts as day “zero”.

The table below shows the percentage of tuition owed through the listed calendar day. After the 75% day ends, 100% of tuition is owed.

HSB/ODC								
Fall 2023 (16 Weeks)			Fall 2023 Session 1 (8 Weeks)			Fall 2023 Session 2 (8 Weeks)		
14	0%	9/11/2023	8	0%	9/5/2023	7	0%	10/30/2023
27	25%	9/24/2023	20	25%	9/17/2023	20	25%	11/12/2023
41	50%	10/8/2023	27	50%	9/24/2023	27	50%	11/19/2023
55	75%	10/22/2023	34	75%	10/1/2023	34	75%	11/26/2023
Spring 2024 (16 Weeks)			Spring 2024 Session 1 (8 Weeks)			Spring 2024 Session 2 (8 Weeks)		
14	0%	1/16/2024	6	0%	1/8/2024	7	0%	3/4/2024
26	25%	1/28/2024	19	25%	1/21/2024	20	25%	3/17/2024
40	50%	2/11/2024	26	50%	1/28/2024	27	50%	3/24/2024
54	75%	2/25/2024	33	75%	2/4/2024	34	75%	3/31/2024
Summer 2024 (16 Weeks)			Summer 2024 Session 1 (8 Weeks)			Summer 2024 Session 2 (8 Weeks)		
14	0%	5/13/2024	7	0%	5/6/2024	7	0%	7/1/2024
27	25%	5/26/2024	20	25%	5/19/2024	20	25%	7/14/2024
41	50%	6/9/2024	27	50%	5/26/2024	27	50%	7/21/2024
55	75%	6/23/2024	34	75%	6/2/2024	34	75%	7/28/2024