AUGSBURG UNIVERSITY

Please note: This policy is from the University Catalog**.** If there are discrepancies, please refer to the Catalog.

Tuition Refund Policy

Students are eligible for a 100% tuition refund for any courses they drop without notation through the date labeled “Last day to drop without a ‘W’ grade & 100% refund – Full Semester class” on the Academic Calendar. After this date, students are no longer eligible for any refund of tuition unless they withdraw from all of their courses. This policy is effective whether or not a student has attended classes.

Students withdrawing from all of a term’s courses may receive a 50% tuition refund when they withdraw by the date labeled “Last day to withdraw with 50% refund – Full Semester class” on the Academic Calendar.

Students are responsible for canceling courses through the Registrar’s Office (or online) in order to be eligible for any refund. Students who unofficially withdraw (stop attending) but do not complete the drop/add form are responsible for all charges. Financial aid may be adjusted based on the student’s last recorded date of attendance. Refund calculations are based on the date that the drop/add form is processed.

Medical Refund

If a student is forced to withdraw from one or more courses in a term due to illness or an accident, a request for a medical refund should be made through the Academic/Financial Petition. Petition forms are available through the Registrar’s Office website. An extra medical refund may be granted by the Committee upon submission of documentation from the attending doctor, on letterhead, verifying the medical circumstances.

Unofficial Withdrawal

Federal regulations require that records of financial aid recipients who earn failing grades in all their classes be reviewed. If courses are not completed (e.g., unofficial withdrawal, stopped attending), the university is required to refund financial aid to the appropriate sources according to federal or Augsburg refund policies based on the last recorded date of attendance. Students are responsible for the entire cost of the term, including the portion previously covered by financial aid should they stop attending. Students are strongly urged to follow guidelines for complete withdrawal from the university. If there are extenuating circumstances, a petition to have the cost of tuition refunded can be made. Petition forms are available online through the Registrar’s Office website.