

Refund and Withdrawal Calendar – Tuition and Fees

Traditional Undergraduate

Refunds for institutional charges (i.e. tuition, fees) are calculated based on the class drop date as recorded in the Registrar’s Office. Students are responsible for notifying the Registrar’s Office when they intend to drop a class. Lack of attendance does not constitute a drop; drops are not processed automatically. Students must complete the University’s official withdrawal process.

Count Day is defined as the last day to add/drop a course without record and can be found on the Academic Calendar.

Partial Withdrawal – Percentage Applied to Dropped Course(s)

When a student drops a course(s) but remains enrolled at the University, 100% of tuition for the course(s) is refunded until Count Day. After Count Day the student may be eligible for a partial refund based on the date the student drops the course that is the full length of the semester.

Drop before Count Day	100% Refund
Drop during 1st week (7 days) after Count Day	90% Refund
Drop during 2nd week (14 days) after Count Day	50% Refund
Drop more than 14 days after Count Day	No Refund

When a student drops a course that is accelerated and 8 weeks in length, they will receive a 100% refund if they drop before midnight on Day 10. Day one of each class is the official start date, as listed in the academic calendar.

Drop on calendar days 1-10 (Accelerated courses only)	100% Refund
Drop on or after calendar Day 11 (Accelerated courses)	No Refund

Complete Withdrawal

When a student withdraws from the University during the enrollment period, 100% of tuition and fees are refunded until Count Day. Beginning the day after Count Day, tuition and fees will be recalculated and prorated per day, determined by dividing the number of calendar days completed in the term by the total number of calendar days in the term. Weekends and holidays are included in the number of days, but breaks of five or more consecutive days are excluded. The General University Fee, Private Music Lessons, & Nursing Fees are non-refundable after count day.

Tuition and Fees	100% refund until Count Day, then prorated up to 60% of the semester. No refunds after 60%.
Institutional Aid	100% reduction until Count Day, then prorated up to 60% of the semester. No reductions after 60%.

Students Receiving Federal Aid

For students who begin attendance during a term and then withdraw or stop attending classes before completing 60% of the term, a portion of the total federal aid received (excluding work study) will need to be returned. The amount which must be returned is determined by the Federal Formula for Return of Title IV Funds. The amount to be returned is determined by dividing the number of calendar days completed in the term by the total number of days in the term. Weekends and holidays are included in the number of days, but breaks of five or more consecutive days are excluded. This regulation also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded.

Refund and Withdrawal Calendar – Tuition and Fees

Traditional Undergraduate May Term

Refunds to institutional charges (i.e. tuition, fees) are calculated based on the class drop date as recorded in the Registrar's Office. Students are responsible for notifying the Registrar's Office when they intend to drop a class; drops are not processed automatically. Lack of attendance does not constitute a drop. Students must complete the official withdrawal process.

The following refund schedule will apply to both a partial withdrawal (when a student withdraws from one or two classes, but remains enrolled at USF) and a complete withdrawal.

Each May term has an official start date. Day one of each May term is the official start date of that session, as listed in the academic calendar, and may differ the first day of the course. Refund schedules for May are condensed, due to the short duration of the session.

Day is defined as a business day, which excludes weekends and holidays.

May Term:

Drop on Session Days 1 or 2	100% Refund
Drop on Session Days 3 – 5	75% Refund
Drop on Session Days 6 – 10	50% Refund
Drop after Session Day 10	No Refund

Students Receiving Federal Aid

For students who begin attendance during a term and then withdraw or stop attending classes before completing 60% of the term, a portion of the total federal aid received (excluding work study) will need to be returned. The amount which must be returned is determined by the Federal Formula for Return of Title IV Funds. The amount to be returned is determined by dividing the number of calendar days completed in the term by the total number of days in the term. Weekends and holidays are included in the number of days, but breaks of five or more consecutive days are excluded. This regulation also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded.

Refund and Withdrawal Calendar – Tuition and Fees

Traditional Undergraduate Summer

Refunds to institutional charges (i.e. tuition, fees) are calculated based on the class drop date as recorded in the Registrar's Office. Students are responsible for notifying the Registrar's Office when they intend to drop a class; drops are not processed automatically. Lack of attendance does not constitute a drop. Students must complete the official withdrawal process.

The following refund schedule will apply to both a partial withdrawal (when a student withdraws from one or two classes, but remains enrolled at USF) and a complete withdrawal.

Each summer term has an official start date. Day one of each summer term is the official start date of that session, as listed in the academic calendar. Refund schedules for summer are condensed, due to the short duration of the session.

Day is defined as a business day, which excludes weekends and holidays.

Summer Terms I and II:

Drop on Days 1 or 2	100% Refund
Drop on Days 3 – 5	75% Refund
Drop on Days 6 – 10	50% Refund
Drop after Day 10	No Refund

Full Summer Term:

Drop on Days 1 – 4	100% Refund
Drop on Days 5 – 10	75% Refund
Drop on Days 11 – 15	50% Refund
Drop after Day 15	No Refund

Students Receiving Federal Aid

For students who begin attendance during a term and then withdraw or stop attending classes before completing 60% of the term, a portion of the total federal aid received (excluding work study) will need to be returned. The amount which must be returned is determined by the Federal Formula for Return of Title IV Funds. The amount to be returned is determined by dividing the number of calendar days completed in the term by the total number of days in the term. Weekends and holidays are included in the number of days, but breaks of five or more consecutive days are excluded. This regulation also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded.

Refund Calendar – Housing and Meal Plan

Housing/Meal Plan

Housing and meal plans are refunded (for students leaving in good standing) on a pro-rated basis by week through the first 8 weeks of the semester. **After the 8th week, no refunds are provided.**

Students have until 5:00 pm on Count Day to adjust their housing and/or meal plan. Student are not able to switch meal plans after Count Day. A prorated amount will be calculated if a student withdrawals or removes plan.

No refund is provided for Flex Dollars that were purchased in addition to or instead of a meal plan.

Refund and Withdrawal Calendar – Tuition and Fees

Masters of Business Administration

Refunds to institutional charges (i.e. tuition, fees) are calculated based on the class drop date as recorded in the Registrar's Office. Students are responsible for notifying the MBA Director that they intend to drop a class; drops are not processed automatically. Lack of attendance does not constitute a drop. Students are responsible for notifying the MBA Director when they intend to completely withdraw from the program.

The following refund schedule will apply to both a partial withdrawal (when a student withdraws from one or two classes, but remains enrolled at USF) and a complete withdrawal.

Each class has an official start date. Day one of each class is the official start date, as listed in the academic calendar. Students enrolled in an on-campus class or an online class must drop before midnight on Day 10.

Graduate Programs (MBA) Tuition

Drop on calendar days 1-10	100% Refund
Drop on or after calendar Day 11	No Refund

Students Receiving Federal Aid

For students who begin attendance during a term and then withdraw or stop attending classes before completing 60% of the term, a portion of the total federal aid received (excluding work study) will need to be returned. The amount which must be returned is determined by the Federal Formula for Return of Title IV Funds. The amount to be returned is determined by dividing the number of calendar days completed in the term by total number of days in the term. Weekends and holidays are included in the number of days, but breaks of five or more consecutive days are excluded. This regulation also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded.

Refund and Withdrawal Calendar – Tuition and Fees

Accelerated Nursing

Refunds to institutional charges (i.e. tuition, fees) are calculated based on the class drop date as recorded in the Registrar's Office. Students are responsible for notifying the Registrar's Office when they intend to drop a class; drops are not automatically processed. Lack of attendance does not constitute a drop. Students are responsible for notifying the director of the School of Nursing when they intend to completely withdraw from the program.

The following refund schedule will apply to both a partial withdrawal (when a student withdraws from one or two classes, but remains enrolled at USF) and a complete withdrawal.

Each class has an official start date. Day one of each class is the official start date, as listed in the academic calendar.

Module Based Courses	Drop on calendar days 1 – 10 = 100% refund
	Drop on or after calendar day 11 = No refund
Full Semester Courses	100% refund until Count Day, then prorated up to 60% of the semester. No refunds after 60%.

Students Receiving Federal Aid

For students who begin attendance during a term and then withdraw or stop attending classes before completing 60% of the term, a portion of the total federal aid received (excluding work study) will need to be returned. The amount which must be returned is determined by the Federal Formula for Return of Title IV Funds. The amount to be returned is determined by dividing the number of calendar days completed in the term by total number of days in the term. Weekends and holidays are included in the number of days, but breaks of five or more consecutive days are excluded. This regulation also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded.

Refund and Withdrawal Calendar – Tuition and Fees

Fredrickson School of Education Graduate Education

Refunds to institutional charges (i.e. tuition, fees) are calculated based on the class drop date as recorded in the Registrar's Office. Students are responsible for notifying the Registrar's Office when they intend to drop a class; drops are not processed automatically. Lack of attendance does not constitute a drop. Students are responsible for notifying their program director when they intend to completely withdraw from the program.

The following refund schedule will apply to both a partial withdrawal (when a student withdraws from one or two classes, but remains enrolled at USF) and a complete withdrawal.

Each class has an official start date. Day one of each class is the official start date, as listed in the Graduate Education Course Offerings. Students enrolled in an on-campus class during the fall or spring semester or an online class during the fall, spring or summer semester must drop before midnight on Day 10.

Graduate Programs (Education):

Drop on calendar days 1-10	100% Refund
Drop on or after calendar Day 11	No Refund

Students enrolled in an on-campus summer class must drop before midnight on Day 2.

Summer Graduate Programs (Education): On- Campus Only

Drop on Calendar Days 1-2	100% Refund
Drop on or after calendar Day 3	No Refund

Students Receiving Federal Aid

For students who begin attendance during a term and then withdraw or stop attending classes before completing 60% of the term, a portion of the total federal aid received (excluding work study) will need to be returned. The amount which must be returned is determined by the Federal Formula for Return of Title IV Funds. The amount to be returned is determined by dividing the number of calendar days completed in the term by the total number of days in the term. Weekends and holidays are included in the number of days, but breaks of five or more consecutive days are excluded. This regulation also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded.