Refund Policy & Requirements for Withdrawal and Return of Federal Financial Aid


TRADITIONAL UNDERGRADUATE (page 53-54)

Tuition Credit for Withdrawal from Undergraduate Classes

Charges at registration constitute a contract and obligate the registrant for full payment. Because university costs are committed on a yearly basis, the following credit schedule has been established so the university and the student may share the tuition loss equitably if the student withdraws. Fees are not refundable. First time students receiving Title IV financial aid who withdraw entirely are subject to a supplemental prorated refund policy. Please address questions to the Student Financial Aid office.

Tuition credit will be made according to the date of official application for withdrawal as per the following table:

Within the first week of the semester ................................................................. 90% credit
Within the second and third weeks of the semester ........................................... 60% credit

Hope International University:

Within the fourth and fifth weeks of the semester ............................................. 30% credit
After the fifth week of the semester ............................................................... NO CREDIT

For January Term and May Term:

Within the first day ......................................................................................... 90% credit
Within the second day .................................................................................. 60% credit
Within the third and fourth days ................................................................. 30% credit
After the fourth day ........................................................................................ NO CREDIT
Credit indicated above is the percentage of the entire contract, not the percentage of amounts paid up to the date of withdrawal.

Traditional undergraduate students taking online undergraduate courses will pay the traditional undergraduate tuition price and are subject to withdrawal dates as indicated above.

ONLINE & GRADUATE (page 57-58)

Refunds

All fees are non-refundable. A Refund Request Form must be filled out and emailed to the cashier at pnoh@hiu.edu. Refunds are processed 7-10 days after the request has been received and funds are on the student's account. A student shall be assessed tuition charges by term. When a student withdraws, or is withdrawn from a course for any reason, the portion of the tuition considered earned shall correspond to the number of weeks the student attended.

When a student withdraws from a typical course, the refund will be as follows:

5-10 Week Session/Module

• Before opening date of a course, 100% refund of tuition
• Before 2nd week begins, 80% refund of tuition
• Before 3rd week begins, 60% refund of tuition
• After the 3rd week begins, NO REFUND

15-16 Week Term

• Within the first week of the semester, 90% refund of tuition
• Within the second and third weeks of the semester, 60% refund of tuition
• Within the fourth and fifth weeks of the semester, 30% refund of tuition
• After the fifth week of the semester, NO REFUND

This system (1) protects students from the burden of paying full tuition for a course in which they did not participate, (2) preserves their eligibility for financial aid if they re-enroll at a later date, and (3) provides HIU with funds to cover expenses associated with preparing a course that students did not use. Please note that students may not use financial aid funds to pay Withdrawal Fees.

Hope International University

When a student withdraws from one of several types of “intensive” courses, the refund will be as follows: