



REFUND POLICY

HIU Catalog -- <http://www.hiu.edu/about-hiu/news-and-events/publications/academic-catalog>

TRADITIONAL UNDERGRADUATE (page 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

Within the fourth and fifth weeks of the semester.30% credit

After the fifth week of the semesterNO 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 and GRADUATE (pg 56-57)

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 When a student withdraws, or is withdrawn from a course for any reason, the portion of the tuition considered earned shall correspond to the number of weeks the student attended.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 *Hope* 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.*

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

3-Day Residency (3 days onsite + 4 weeks online)

- Before opening date of the Residency, 100% refund of tuition
- Before 2nd day begins, 70% refund of tuition
- Before 3rd day begins, 40% refund of tuition
- After 3rd day begins, NO REFUND

8-Day Extended Residency (8 days onsite + 10 weeks online)

- Before opening date of the Residency, 100% refund of tuition
- Before 2nd day begins, 90% refund of tuition
- Before 4th day begins, 60% refund of tuition
- Before 5th day begins, 30% refund of tuition
- After 5th day begins, NO REFUND

Reasons Institute Courses

- Before opening date of the course, 100% refund of tuition
- After course begins, NO REFUND

Weekend Course (5 weekends)

- Before opening date of the course, 100% refund of tuition
- Before 2nd weekend begins, 90% refund of tuition
- Before 3rd weekend begins, 60% refund of tuition
- Before 4th weekend begins, 30% refund of tuition
- After 4th weekend begins, NO REFUND

The date of withdrawal shall be the date on which students notify their Academic Advisor in writing (*via e-mail and a completed Change of Registration form*) of their intent to withdraw. *Failure to complete the entire withdrawal process will result in the forfeit of the expected refund.* For policies governing “Withdrawal from Courses” and “Withdrawal from the university,” see below under “Academic Regulations.”

If students fail a course and then repeat it, they will again be assessed tuition (*at the current rate*) for that course. Students will not receive financial aid for courses dropped that are not assessed 100% tuition (no refund).