

## Niagara University Add/Drop/Withdrawal policy

### **Financial Liability:**

When a student registers it is understood that he or she will pay in full all charges assumed at registration. Failure to attend classes does not alter the charges or entitle the student to a refund. You will not be permitted to receive your grades, transcripts, or diploma unless your student account is satisfied in full. In the event that Niagara University has to hire a collection company or attorney to collect delinquent accounts, the student must reimburse Niagara University for reasonable collection fees, or attorney fees, and court costs.

### **Official Withdrawal:**

A student officially withdraws from the University when he or she completes the appropriate forms and follows the procedures outlined in the catalogue. A resident student must also withdraw from University Housing. The following table will be used to determine refunds:

### **If the student withdraws during:**

#### **Fall 2012**

<u>Week</u>	<u>Course Withdrawal</u>	<u>Complete Withdrawal/ Housing Withdrawal</u>
September 4 - 8	100%	100%
September 9 - 15	100%	95%
September 16 – September 22	90%	90%
September 23 – September 29	80%	80%
September 30 – October 6	60%	75%
October 7 - October 13	40%	70%
October 14 – October 20	20%	60%
October 21 – October 27	0%	60%
October 28 – November 3	0%	50%
November 4- November 10	0%	40%
November 11 to the end of Semester	0%	0%

#### **Spring 2013**

<u>Week</u>	<u>Course Withdrawal</u>	<u>Complete Withdrawal/ Housing Withdrawal</u>
January 14 - January 19	100%	100%
January 20 – January 26	100%	95%
January 27 – February 2	90%	90%
February 3 – February 9	80%	80%
February 10 – February 16	80%	75%

February 17 – February 23	60%	70%
February 24 – March 2	40%	60%
March 3 – March 9	20%	60%
March 10 – March 16	0%	50%
March 17 – March 23	0%	40%
March 24 to the end of Semester	0%	0%

**Course Withdrawal:**

Students may drop courses with no penalty during the official Drop/Add period. This is for the period September 4 - September 14, 2012 for the Fall semester. The Drop/Add period for the Spring semester is January 14 - January 25, 2013. After the end of the Drop/Add period, students are refunded following the table above under Course Withdrawal column.

If a student should decide to withdraw from a course after the drop/add period and add another course, he/she will be refunded for the course dropped according to the above schedule and will be charged the full hourly rate for the course added. If the dropped course cause additional charges they would be reviewed on a case by case basis to see if they are warranted. Full-time students who are making course changes and remain full time receive no adjustment to tuition. Adjustments are made if the student drops to a part-time status or drops overload classes according to the above schedule. The refund schedule for the summer session is contained in the summer catalogue.

**Accelerated courses with 8 or fewer classes would be charged:**

1 class 100% refund

2 classes 40% refund

3 classes No refund