

Spring 2010 Drop/Refund Important Information

Rather than two drop dates as in the past, there will be **three** administrative drops in the spring 2010 semester.

- January 8, 2010 at 100% tuition & fees refunded for 13-15 week classes
- January 22, 2010 at 75% tuition & fees refunded for 13-15 week classes
- January 29, 2010 at 50% tuition & fees refunded for 13-15 week classes

The drop dates include late start classes for the semester and will help clean up any student accounts that were missed for non-payment.

Add Period for a...

- 13 – 15 week course is the first five days of the term (January 11 – 15 for Spring 2010)
- 9 – 12 week course is the first two days of the term (January 11 – 12 for Spring 2010)
- 8 (or less) week course is the first day of class.

Full payment deadline for spring 2010 is 5:00p.m. Friday January 8, 2010.

- Any student who has not paid in full by 5 P.M. on January 8 will be dropped from all classes for non-payment. The aforementioned includes late start classes.
- Full payment means either having paid 100%, enrolled in Automatic Payment Plan (also called NelNet and *e-Cashier*), financial aid award in accepted status, or sponsored student authorization.

Automatic Payment Plan (also called NelNet and *e-Cashier*)
available on November 17, 2009:

Last day to enroll online	Required down payment	Number of payments	Months of payments
Dec 3	none	5	Dec - Apr
Dec 31	none	4	Jan - Apr
Jan 25	25%	3	Feb - Apr

For classes beginning after January 8, 2010, payment is due at the time of registration.

Refund Policy - Refunds for tuition and fees depend on the start date, length of the course, and the date the student dropped the course.

Course Length	Refund Rate Period				Census Day
	100%	75%	50%	0%	
13-15 week	<i>Through</i> January 10	January 11 - 24	January 25 - 29 5:00 p.m.	January 30 or later	January 30
9-12 Week	<i>Before</i> 1st day of class	<i>Before</i> 2nd week of class	<i>On or before</i> census	After census	2nd Friday of class
5-8 Week	<i>Before</i> 1st day of class	N/A	<i>On or before</i> census	After census	2 days after start of class
4 weeks or less	<i>Before</i> 1st day of class	N/A	<i>On or before</i> census	After census	First day of class

- Student accounts are credited at the time a drop occurs.
- Disbursement of credit balances on student accounts will take place beginning February 5, 2010.
- Refunds for credit card payments are placed back on the credit card from which the payment was made.
- All other disbursements are mailed to the student at his/her address (Address corrections should be completed through Admissions and Records office).
- After January 8, dropped courses *may result in refunds of less than 100%*. (see table above.) Students are responsible for any and all charges incurred to their student accounts including if refund of tuition and fees is less than 100%.