



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

**Responsible University Official:**  
Director, Student Accounts Services  
**Responsible Office:** Student Accounts  
Services  
**Origination Date:** Not Available  
**Last Amended Date:** May 25, 2016

## STUDENT TUITION REFUND POLICY

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### Policy Statement

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It is the policy of the university to refund student tuition if notified of the class change, or dropped classes, within an appropriate period of time. Courses dropped prior to the first day of the semester will have 100% of the tuition charges cancelled. Courses dropped on or after the first day of the semester are subject to the attached refund schedules which govern the prorated cancellation of semester tuition charges in cases of program adjustment or withdrawal.

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### Reason for Policy/Purpose

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The purpose of this policy is to establish general guidelines for a tuition refund.

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### Who Needs to Know This Policy

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All Academic Departments and students

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STUDENT TUITION REFUND POLICY

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**Policy/Procedures**

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**Tuition Refunds from Program Adjustments**

Program adjustments and withdrawals may affect a student's account. Courses dropped prior to the first day of the semester will have 100% of the tuition charges cancelled.

Beginning with the 1st week of classes and lasting through the 4<sup>th</sup> week of classes, students who wish to add a course and drop a course as an even exchange may do so without financial loss if these transactions are for at least an equal number of credit hours.

Courses dropped on or after the first day of the semester **that result in a lower tuition charge** are subject to the following refund schedules which govern the prorated cancellation of semester tuition charges in cases of program adjustment or withdrawal. The percentages outlined apply to the difference in the tuition charge.

Certain programs or classes such as EMSE / NGA program (see appendix A) or those with non-traditional semesters may have special refund schedules and students are encouraged to consult with their program office to determine if a special schedule applies. Please be advised that individual program adjustments may incur tuition charges and fees if they are not even exchanges.

**For classes taken on the main campus during:**

**1) The Fall and the Spring semesters:**

On or before the end of the 1st week of classes	90%
On or before the end of the 2nd week of classes	60%
On or before the end of the 3rd week of classes	40%
On or before the end of the 4th week of classes	25%
After the end of the 4th week of classes	NONE

**2) The Summer sessions:**

Within the first seven calendar days after the start of the session	85%
After the first seven calendar days after the start of the session	NONE

**For classes taken off-campus during the Fall and the Spring semesters and Summer sessions:**

From the day of the 1st class meeting until the day before the 3rd class meeting	90%
From the day of the 3rd class meeting until the day before the 5th class meeting	50%
On and after the day of the 5th class meeting	NONE

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**For classes taken on-line during the Fall and the Spring semesters and Summer sessions (Please see Appendix B and C for specific exceptions):**

This refund schedule applies to students enrolled in online courses only.

From the first day of the academic semester or session until the end of the second week of the academic semester or session	90%
From the first day of the third week of the academic semester or session until the end of the fourth week of the academic semester or session	50%
On and after the first day of the 5th week of the academic semester	NONE

Refunds for students who are recipients of Title IV financial aid are processed in accordance with federal regulation 34 CFR 668.22. The university is required by the Higher Education Act to recalculate the eligibility for federal Title IV student financial assistance for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 % of the semester. Title IV funds include; Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Federal Work Study, Federal Perkins Loans, Federal Stafford Loans, Federal Direct Unsubsidized Stafford Loans, and Federal Direct Plus Loans. Please see the [Return of Title IV Fund Policy](#) for more information.

Refunds as a result of a payment via ACH or check other than federal aid or private loans cannot be refunded until 25 days after receipt by the university to allow the payment process to clear. Payments by federal aid, private loans from the lender, cash, credit card, wire transfer and certified funds can be refunded after one business day.

Credit balances due to a payment received via a wire transfer or credit card must be refunded to the originating bank account or applicable credit card.

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### Online Request Form

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[GWeb Info System Login](#) – The system contains a module that allows the student to request a refund for any credit balance on his or her account.

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### Website Address

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[GW University Policies](#)

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## STUDENT TUITION REFUND POLICY

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### Contacts

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Subject	Contact	Email	Phone
Questions	Student Accounts	<a href="mailto:sao@gwu.edu">sao@gwu.edu</a>	(202) 994-7350

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### Related Information

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<http://www.gwu.edu/~bulletin/>

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### Appendices

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- APPENDIX A – Tuition Refund for EMSE / NGA program in Missouri
  - APPENDIX B – Tuition Refund for Oregon Residents Taking Online Classes Only
  - APPENDIX C – Tuition Refund for Maryland Residents enrolled in a fully on-line distance education program
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### Who Approved This Policy

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Louis H. Katz, Executive Vice President & Treasurer  
Forrest Maltzman, Interim Provost & Executive Vice President for Academic Affairs

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### History/Revision Dates

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**Origination Date:** Not Available  
**Last Amended Date:** May 25, 2016  
**Next Review Date:** May 31, 2017

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**APPENDIX A – Tuition Refund for EMSE / NGA program in Missouri:**

From the day of the 1st class meeting until the day before the 3rd class meeting	90%
From the day of the 3rd class meeting until the day before the 6th class meeting	50%
On and after the day of the 6th class meeting	NONE

**APPENDIX B – Tuition Refund for Oregon Residents Taking Online Classes Only**

Oregon residents enrolled in online education programs’ classes only are allowed a modified tuition refund schedule pursuant to Oregon State Mandate OAR 583-030-0035(18)(c). An Oregon online student who withdraws from an online class is eligible for a partial refund through the middle week of the term. Refunds are based on unused instructional time and are prorated on a weekly basis. Students must be current residents of Oregon at the time of course registration and withdrawal to be eligible for this modified refund policy.

**Fall and Spring semesters (15 week)**

During the first week of classes	100%
On or before the end of the second week of classes	87%
On or before the end of the third week of classes	80%
On or before the end of the fourth week of classes	74%
On or before the end of the fifth week of classes	67%
On or before the end of the sixth week of classes	60%
On or before the end of the seventh week of classes	50%
On or before the end of the eighth week of classes	50%
After the eighth week of classes	None

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**For the Summer session (10 week)**

During the first week of classes	100%
On or before the end of the second week of classes	80%
On or before the end of the third week of classes	70%
On or before the end of the fourth week of classes	60%
On or before the end of the fifth week of classes	50%
After the fifth week of classes	None

**APPENDIX C – Tuition Refund for Maryland Residents enrolled in a fully online distance education program**

Maryland residents enrolled in a fully online distance education programs are allowed a modified tuition refund schedule pursuant to Maryland Code, Education, § 11-202.2. A Maryland online student who withdraws from an online class is eligible for a partial refund per the schedule below. Refunds are based on unused instructional time from the date of withdrawal or termination. Students must be current residents of Maryland at the time of course registration and withdrawal to be eligible for this modified refund policy.

**Fall and Spring semesters**

<b>Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination</b>	<b>Tuition Refund</b>
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to and including 60%	20% refund
More than 60%	No refund