

# REFUNDS AND WITHDRAWALS

- Students who stop attending classes without formally dropping or withdrawing will receive grades of “F” (failure). Students are not withdrawn for non-attendance after the first week of class.
- The term “withdrawal” indicates a complete withdrawal from all courses. A student who has withdrawn is no longer considered enrolled at UProvidence for the withdrawn term and therefore cannot be verified as enrolled for any reporting purposes.
- Full refunds will be given for courses cancelled by the University.
- Financial aid funds are available to assist students with their University bill. However, it is the student’s responsibility to ensure that all bills are paid in full.
- If students fail to process a change of registration (drop/add or complete withdrawal), the full amount of tuition for all classes must be paid. Refunds are calculated from the date the forms are received in the Registrar’s Office.
- Any student withdrawing on or after the first day of classes will be responsible for payment of **all** fees (i.e. general fees, technology fees, lab fees, etc.) as well as applicable tuition charges (see below).

## Refund Policy - 16 Week Courses Within the First 10 Class Days (Drop/Add Period)

- For students paying the flat rate, a change that keeps students within the flat rate results in no financial ramifications.
- For students paying per credit tuition (i.e. not the flat tuition rate) still receive 100% refund within the first 10 days.
- When the result of the schedule change is falling below 12 credits for campus students, tuition is reassessed per credit (and no longer assessed as flat tuition); however, 100% is refunded for the dropped courses.
- When courses are dropped within the first 10 days, so long as the student is still enrolled with the University, the student will receive 100% refund of tuition. The University retains all fees.
- There is 0% refund for courses dropped after the 10th day.
- The University retains all fees for withdrawals after the first class day and thereafter.

## Drop/Add, Withdrawal Information

- Dropped courses are not reflected on a transcript (dis-enrolling from a course within the first 10 class days)
- Withdrawn courses are reflected on a transcript (dis-enrolling from a course after the 10th class day) with a grade of “W”
- Complete Withdrawals means to no longer be enrolled in a given term at the University.
- To drop or add courses, students must fill out a change of registration form in the Registrar’s Office or submit changes via ArgoExpress.
- If students are withdrawing from all courses at UProvidence, they must submit a Request for Withdrawal Form (scroll to bottom of page to find fillable form). Complete withdrawals cannot be completed via ArgoExpress. Refund percentages will be calculated according to the schedule listed below.
- Students who stop attending classes without submitting a formal drop, withdrawal, or complete withdrawal will receive grades of “F” (failure).

- Full refunds will be given for courses cancelled by the University.
- Financial aid funds are available to assist students with their University bill. However, it is the student’s responsibility to ensure that all bills are paid in full.
- If students fail to process a change of registration form (drop/add, withdrawal, or complete withdrawal), the full amount of tuition for all classes must be paid. Refunds are calculated from the date the forms are received in the Registrar’s Office or the activity date recorded in ArgoExpress.

## Refund Policy - Graduate Courses, School of Health Professions Programs, 8 and 5 Week Courses

Students will receive 100% refund of tuition and fees to drop the course(s) through the first day of class. Drops made after the first day of class and thereafter, will receive 0% refund of tuition and fees.

See the Academic Calendar for information related to reflection on an academic transcript.

Title IV Aid will be refunded according to the Department of Education Federal Refund Policy. Visit [https:// www.uprovidence.edu/become-a-student/financial-aid/](https://www.uprovidence.edu/become-a-student/financial-aid/) for more information about return of Title IV funds.

## Refund Policy - School of Liberal Arts & Sciences Undergraduate and 16 Week Graduate Courses

### Dropping a Course(s) - Within the First 10 Class Days (Drop/Add Period)

- For students paying the flat rate, a change that keeps students within the flat rate results in no financial ramifications.
- For students paying per credit tuition (i.e. not the flat tuition rate) still receive 100% refund within the first 10 class days.
- When the result of the schedule change is falling below 12 credits for campus students, tuition is reassessed per credit (and no longer assessed as flat tuition); however, 100% is refunded for the dropped courses.
- When courses are dropped within the first 10 class days, so long as the student is still enrolled with the University, the student will receive 100% refund of tuition (flat rate or per credit). The University retains all fees.

### After the 10th Class Day

- There is 0% refund for courses dropped after the 10th class day.

### Complete Withdrawal - Dropping All Courses

Days	Percentage
First 4 days of classes	100%
Days 5 - 7	75%
Days 8 - 10	50%
Days 11 and after	0%