



**Quincy
University**

Student Financial Services

POLICIES & PROCEDURES

REFUND POLICY

Updated 2015
Reviewed/revised 2018

REFUNDS

TUITION

Any student desiring to withdraw from the University is required to contact the Office of Academic Support. Full tuition is charged unless the student makes a formal withdrawal.

No refund of tuition is given for unapproved withdrawal.

No refund of tuition will be made to a student dismissed for disciplinary reasons.

If a traditional undergraduate student formally withdraws within the first four weeks of the semester, the following tuition charges are made:

During the first week of classes No Charge

During the second week 25 percent of tuition is charged

During the third week 50 percent of tuition is charged

During the fourth week & after 100 percent of tuition is charged

(All Quincy University institutional aid awarded is adjusted accordingly by the same percentages to calculate the net amount charged for tuition and aid.)

If a graduate or Professional Studies (PS) student formally withdraws, there will be a refund only during the first week of classes. Contact the Student Financial Services Office for more details.

Please contact the Quincy University Student Financial Services Office for drop/refund information for course registrations in the summer sessions.

HOUSING AND DINING

If a student cancels their housing before the end of the academic year, a cancellation fee of \$400 will be charged. In addition, student will be refunded housing charges on the following schedule based a percentage of the entire amount owed the University for the academic semester based on the student's recorded move-out date:

Cancellation during the first week (add/drop period) 100 percent refund

Cancellation after add/drop period No refund

Students wishing to change their status between semesters from residential to commuter on approval by Residence Life will be charged \$350.00 for the bronze meal plan. Students who participate in the returning student housing selection process and select a space but decide to cancel their assignment after the last day of class will be assessed a fee of \$400.00.

OTHER FEES OR CHARGES

All fees and other charges are non-refundable after the first week of classes.

Any requests for refunds, after approved withdrawal, are to be submitted in writing to the Business Office. Under normal circumstances, the University will pay or credit refunds within two weeks of the student's withdrawal.

Withdrawal/Refund Procedure

Any student desiring to withdrawal from the University is required to submit a formal withdrawal request to the Dean of Students. The Dean of Student will provide the formal withdrawal form.

1. The first section of the form is completed by the student.
2. The student will meet with Financial Services.
3. The Dean of Student will review the withdrawal form and address any QU equipment or other items required to be returned with the student.

The Dean of Students approves all withdrawal forms and forwards to the Business Office the approval with the effective withdrawal date. The refunds are automatically calculated and processed by the Business Office based on this communication from the Dean of Student. Under normal circumstances, the University will pay or credit refunds within two weeks of the approval of the student's withdrawal. The Business Office will issue the refund and send a new billing statement reflecting the calculated refund amount.

For more info go to www.quincy.edu/admissions/financial-aid-and-tuition/