



Institutional Refund Policies

Tuition and Fees: Students who must withdraw from a class or classes during the semester may receive a refund of a percentage of the semester's tuition and fees charges. To receive a refund, students must withdraw online or, in extenuating circumstances, complete a drop form found online at my.jessup.edu. The date of withdrawal for refund purposes is determined by the date the student withdraws from the course online, or in some cases, the last date a student has attended an academically-related function (typically the last date they attended class or submitted a paper or final). Refunds indicated are percentages of total tuition charges, not of amounts paid to date of withdrawal. The student may be required to pay unpaid charges.

Financial aid eligibility is 'earned' based on how many days a student is enrolled in the term/payment period. When a student withdraws from all courses, the percentage of aid earned is calculated and 'unearned aid' is returned to the appropriate funding agency. Once a student has attended 60% of the term/payment period, financial aid is considered to be 100% earned in full.

Federal Title IV Financial Aid (Pell Grant, SEOG, Direct Loan, and Parent PLUS Loan) is refunded based on Return to Title IV regulations using the Federal R2T4 software.

State Financial Aid (Cal Grant) is typically refunded when a student withdraws. However, in certain circumstances, it may be beneficial for a student to use Cal Grant eligibility despite withdrawing from school. Those situations will be handled on a case-by-case basis.

Jessup Institutional Aid is earned similar to the tuition refund policies below. For example, if a student withdraws and receives an 80% refund of tuition, then the student will also have 80% of Jessup institutional aid debited/refunded.

Military Students: A student who must withdraw for military purposes shall be refunded 100% of fees and tuition paid, regardless of the date of withdrawal. Documentation is required.

Fifteen (15) Week Course Tuition Refund Policy (in-person delivery and/or block tuition refund schedule)

For traditional undergraduate students, tuition refunds are based solely on the following schedule regardless of the course type or course start date (e.g. online, ADC, etc.). For example, a student who is enrolled in an online course that begins on the eighth week of school and who decides to withdraw from the course during the seventh week of school will receive a 40% refund, if applicable.

Before or during the first week of instruction	100%
After the first week but before the end of the third week of instruction	80%
After the third week but before the end of the ninth week of instruction	40%
After the end of the ninth week of instruction (last day to withdraw is the 70 th day of the term)	No refund

Seven (7) and Eight (8) Week Course Refund Policy (in-person delivery and MACP)

By the fifth day of the session	100%
Between the sixth and 10 th day of the session	80%
Between the 11 th and 25 th day of the session	40%
26 th day of the session or later (last day to withdraw is day 33)	No refund

Five (5) Week Course Refund Policy (in-person delivery)

Before the start of class the first day of any course	100%
After the first class session and before start of the second class session	80%
After the second class session and before start of the third class session	40%
After the third class session begins (last day to withdraw is third class day)	No refund

Three (3) Week Course Refund Policy (online delivery)

Day 1 or prior	100%
Day 2	90%
Day 3	86%
Day 4	81%
Day 5	76%
Day 6	71%
Day 7	67%
Day 8	62%
Day 9	57%
Day 10	52%
Day 11	48%
Day 12	43%

Day 13	38%
Day 14 (last day to withdraw)	No refund

Seven (7) and Fifteen (15) Week Course Refund Policy (online and synchronous delivery)

Students who are charged on a per unit basis and are enrolled in online or synchronous courses will have refunds for online and synchronous courses distributed incrementally based on percentage of course delivered and the date of the drop/withdrawal, until 40% refund. After the 40% threshold, students will receive a 0% refund and are able to withdraw from the course during the first $\frac{2}{3}$ of the term.

Example of a 7 week refund schedule	Refund
Day 1 or prior	100%
Day 2	96%
Day 3	94%
Day 4	92%
Day 5	90%
Day 6	88%
Etc.	
Day 29	41%
Day 30	39%
Day 31	No refund
Day 32	No refund
Day 33 (last day to withdraw)	No refund

Example of a 15 week refund schedule	Refund
Day 1 or prior	100%
Day 2	98%
Day 3	97%
Day 4	96%
Day 5	95%
Day 6	94%
Etc.	
Day 62	41%
Day 63	40%
Day 64	No refund
Etc.	
Day 69	No refund
Day 70 (last day to withdraw)	No refund