



Anna Maria College

GRADUATE & CONTINUING EDUCATION WITHDRAWAL AND REFUND POLICY

A student who withdraws from a class must do so in writing to the Registrar's Office. The date the notice is received by the Registrar's Office will be the official date of withdrawal. A student who does not submit a written statement of withdrawal is not officially withdrawn from a course and is responsible for paying full tuition costs and is not entitled to a refund.

A student who withdraws from a course after the fourth meeting is required to submit written notification of withdrawal even though no refund is expected. Failure to do so may result in a grade "F" for that course.

A student who at any time during the first half of the semester or session is forced to withdraw from a course because of a permanent business transfer out of the Massachusetts area or for serious medical reasons may receive a pro-rated refund of the tuition. Written substantiation of the transfer by the employer or, in case of illness, by the attending physician must be presented at the time of withdrawal. The Office of Business Affairs will review the paperwork and grant refunds as warranted.

Students who withdraw from courses within the established time period (ordinarily a semester) are granted refunds of tuition as stated below. All refunds are subject to a 5 percent administration charge.

Traditional 15-week Semester

- Withdrawal prior to second class meeting – 100 percent
- Withdrawal prior to third class meeting – 60 percent
- Withdrawal prior to fourth class meeting – 40 percent
- Withdrawal after fourth class meeting – No refund

Accelerated 8-week semester

- Withdrawal during the first week of class – 100%
- Withdrawal after first week of class – No refund

Financial Aid Withdrawal and Refund Policy

The Withdrawal and Refund Policy for Financial Aid (Federal Stafford Loan, Federal Plus Loan, Federal Perkins Loan, Federal Pell Grant, Federal SEO Grant, State Grants and Loans and Institutional Grants and Loans) is different than the general Anna Maria College Withdrawal and Refund Policy (outlined above). Students with financial aid are subject to both policies. The Financial Aid Policy recalculates federal financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of the semester.

The recalculation determines the amount of federal aid the student has "earned" by determining how many days the student has attended class. This is based on the date of official withdrawal received by the Registrar's office. If no such official withdrawal is received, then the financial aid office may use the midpoint of the term.