

Removal of Institutional Charges Policy

Tuition and Course Fees

Students who decide to add or drop courses or withdraw from school must complete appropriate forms with the Office of Student Financial Services, as well as with the Registrar's Office. If you consider withdrawing from Simpson University during a semester, please read the Withdrawal Information regarding the possible impact of withdrawal on your financial aid eligibility for that semester.

The removal of institutional charges is calculated based on the length of the course and the date of official withdrawal. For ASPIRE, the week cutoff is Sunday. For all other programs the week cut off is Friday. If a student drops a course before the course start date, 100% of all tuition and fee charges will be removed. Note: the course start date may not be the same as the first course meeting date.

Regarding changes to course schedule and academic fees, the following policy will apply:

15 Week Courses:

If student drops/withdraws from a course by...	Removal of Charges:
Friday of the 2 nd week of the course	100%
Friday of the 3 rd week of the course	75%
Friday of the 4 th week of the course	50%
Friday of the 8 th week of the course	25%
After Friday of the 8 th week of the course	No removal of charges

11 / 12 Week Courses:

If student drops/withdraws from a course by...	Removal of Charges:
Friday (Sunday for ASPIRE) of the 1 st week of the course	100%
Friday (Sunday for ASPIRE) of the 2 nd week of the course	75%
Friday (Sunday for ASPIRE) of the 4 th week of the course	50%
Friday (Sunday for ASPIRE) of the 6 th week of the course	25%
After Friday(Sunday for ASPIRE) of the 6 th week of the course	No removal of charges

9 Week Courses:

If student drops/withdraws from a course by...	Removal of Charges:
Friday of the 1 st week of the course	100%
Friday of the 2 nd week of the course	75%
Friday of the 3 rd week of the course	50%
Friday of the 5 th week of the course	25%
After Friday of the 5 th week of the course	No removal of charges

8 Week Courses:

If student drops/withdraws from a course by...	Removal of Charges:
Friday of the 1 st week of the course	100%
Friday of the 2 nd week of the course	75%
Friday of the 3 rd week of the course	50%
Friday of the 4 th week of the course	25%
After Friday of the 4 th week of the course	No removal of charges

7 Week Courses:

If student drops/withdraws from a course by...	Removal of Charges:
Friday of the 1 st week of the course	100%
Friday of the 2 nd week of the course	75%
Friday of the 3 rd week of the course	50%
Friday of the 4 th week of the course	25%
After Friday of the 4 th week of the course	No removal of charges

6 Week Courses:

If student drops/withdraws from a course by...	Removal of Charges:
Friday of the 1 st week of the course	100%
Friday of the 3 rd week of the course	50%

After Friday of the 3 rd week of the course	No removal of charges
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5 Week Courses:

If student drops/withdraws from a course by...	Removal of Charges:
Friday (Sunday for ASPIRE) of the 1 st week of the course	100%
Friday (Sunday for ASPIRE) of the 2 nd week of the course	50%
Friday (Sunday for ASPIRE) of the 3 rd week of the course	25%
After Friday (Sunday for ASPIRE) of the 3 rd week of the course	No removal of charges

3 / 4 Week Courses:

If student drops/withdraws from a course by...	Removal of Charges:
Friday of the 1 st week of the course	50%
Friday of the 2 nd week of the course	25%
After Friday of the 2 nd week of the course	No removal of charges

2 Week Courses:

If student drops/withdraws from a course by...	Removal of Charges:
Friday of the 1 st week of the course	50%
After Friday of the 1 st week of the course	No removal of charges

Residence

Regarding changes to housing status, the following policy will apply:

For returning students, the housing exemption deadline is March 2 for the fall semester and Nov. 2 for the spring semester. For new students, the housing exemption deadline is Aug. 15 for fall and Dec. 15 for spring. Any late exemptions requested after these deadlines and by the first Friday of the semester will result in the assessment of a Late Housing Exemption Fee of \$250. If an exemption is approved after the first Friday of the semester, or if a student withdraws from Simpson University, the following policy will apply:

Exemption approved/moves off campus by ...	Removal of Residence Charges:
Friday of the 2 nd week of the course	\$40/day charge beginning on the first day of the semester*
Friday of the 4 th week of the course	75%
Friday of the 6 th week of the course	50%
Friday of the 8 th week of the course	25%
After Friday of the 8 th week of the course	No removal of charges

*The per-day cancellation charge is assessed for every day through the day the student moves off campus.

Meal Plan

Regarding changes to meal plans, the following policy will apply:

Exemption approved/moves off campus by ...	Removal of Meal Charges:
Friday of the 2 nd week of the course*	\$30/day charge beginning on the first day of the semester**
Friday of the 4 th week of the course	75%
Friday of the 6 th week of the course	50%
Friday of the 8 th week of the course	25%
After Friday of the 8 th week of the course	No removal of charges

*Changes to meal plans are accepted through the first Friday of the semester.

**The per-day cancellation charge is assessed for every day through the day the student moves off campus.

Parking Fee / Sun Oaks Fitness Membership / Athletic Insurance Fee

Changes to parking fees, Sun Oaks fitness memberships, or athletic insurance fees will not be processed after the second Friday following the start of classes.

The university reserves the right to make exceptions to these refund policies in order to ensure proper handling of each case and to maintain compliance with current federal and state regulations.

Deposit

The advanced tuition deposit is applied toward the student account charges for the first semester in the program. The deposit is refundable through the payment deadline for the initial semester for which the deposit is paid. For **Traditional Undergraduate Students starting in the fall semester**, the deposit is refundable through May 1st preceding the term for which the deposit is initially paid.