

Removal of Institutional Charges Policy (Refund Policy)

Tuition and Course Fees

In the course of every student's academic experience students decide to add, drop, or withdraw from courses. These actions create a change in charges and potentially in student's available Financial Aid. This policy outlines the changes in charges.

Students who decide to add or drop courses must do so through their portals during the add/drop period for their courses or programs. Students who decide to withdraw from class(es) must [complete a form](#) through the Registrar's Office and meet with the Financial Aid Office to go over the Financial Aid implications of the choice.

The removal of institutional charges is calculated based on the length of the course and the date of official withdrawal or the date of the course drop. Refunds are based on the dates set as the course start dates as the first day of the course.

15 / 14 – Week Courses:

If student drops/withdraws from a course by....	Removal of Charges:
14 Calendar Days After Course Start Date	100%
15-21 Calendar Days After Course Start Date	50%
22 Calendar Days After Course Start Date	No Removal Of Charges

7 - Week Courses:

If student drops/withdraws from a course by....	Removal of Charges:
1-7 Calendar Days After Course Start Date	100%
8-14 Calendar Days After Course Start Date	50%
15 Calendar Days After Course Start Date	No Removal Of Charges

3 / 4 – Week Courses:

If student drops/withdraws from a course by....	Removal of Charges:
1-7 Calendar Days After Course Start Date	50%
8 Calendar Days After Course Start Date	No Removal Of Charges

Residence

As a liberal arts institution we believe on-campus housing serves as a vital need for the outcomes of the student and defraying tuition cost. When a Traditional Undergraduate Student comes to Simpson, they are on-campus as default and receive housing and meal plan charges. All changes from on-campus status need official approval through an appeals process through the Residence Life Office.

For returning students, the Off-Campus Housing Exemption application must be completed June 1st (for the fall semester) and November 1st (for the spring semester). For new or transfer students, the Off-Campus Housing Exemption application must be completed on or before the first day of the start of the semester:

Exemption approved / moves off campus by...	Removal of Residence Charges
14 Calendar Days After Course Start Date	\$50 / Day charge beginning on the first day of the semester*
15-50 Calendar Days After Course Start Date	50%
51 Calendar Days After Course Start Date	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 Residence Charges
14 Calendar Days After Course Start Date	\$40 / Day charge beginning on the first day of the semester*
15-50 Calendar Days After Course Start Date	50%
51 Calendar Days After Course Start Date	No Removal Of Charges

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

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

Fees

Athletic Fees are non-refundable after the Add/Drop Period of the first course started in the semester. Course Fees are non-refundable after the Add/Drop Period of the course. All other registration fees and miscellaneous fees are non-refundable after the Add/Drop Period.

Deposit

The Advanced Tuition Deposit is applied toward the student account charges for the first semester in the program. The deposit is non-refundable.

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