



### **WITHDRAWAL PROCEDURES AND REFUNDS TO STUDENT**

Withdrawal forms may be secured from the Housing Coordinator in the Office of Student Development. Graduate school and Taylor University Online students should contact their respective offices for withdrawal forms.

Refunds are based on the total term bill and on the date the official withdrawal form is completed. The matriculation fee and housing deposit are forfeited for students who complete registration but must withdraw before attending classes. Any deviations from the refund policy are at the discretion of the provost, dean of student development, and the vice president for business and finance.

If a student is receiving financial aid, funds will be returned to the aid source(s) according to the Taylor University Return of Financial Aid Funds policy (see above).

In cases of withdrawal by a student from the university, basic fees are nonrefundable. Refunds of charges for tuition, room, and board are based on the following refund schedule:

<b>Withdrawals through the end of</b>	<b>Tuition</b>	<b>Room</b>	<b>Board</b>
First week – Monday following first weekend of the term	90%	Prorated	Prorated
Second week	90%	Nonrefundable	Prorated
Third week	75%	Nonrefundable	Prorated
Fourth week	60%	Nonrefundable	Prorated
Fifth week	45%	Nonrefundable	Prorated
Sixth week	20%	Nonrefundable	Prorated
Seventh week – end of semester	0%	Nonrefundable	Prorated