

Refund amounts for extension classes are based on the following schedule:

Full semester terms follow the established policy in the catalogue

Ten week classes follow the following schedule:

Through the first week of class	100% refund
After the 1 st week of class	90% refund
After the 2 nd week of class	50% refund
After the 3 rd week of class	15% refund
After the 4 th week of class	none given

- **Students applying for an Extension course who withdraw prior to being registered in the Banner system:**

The director of Extension and Distance Education will process a check request for the amount of the full tuition to be refunded to the student. The funds will be taken from fund number 3-32005 and account number 288110. These students will not be included in the memo sent to the Bursar's office indicating enrollment or payment by the student.

- **Students applying for an Extension course who withdraw following registration in the Banner system:**

The student will submit a withdrawal form to the director of Extension and Distance Education. The director will determine what percent refund the student is entitled and discuss with the Bursar the appropriate withdrawal date needed to reflect the correct amount of refund due according to the above schedule. The registrar's office will be directed to enter that withdrawal date and once the amount of refund due appears as a credit on the student account, the Bursar's office will initiate the process for a refund check to be sent to the student.

November 11, 2008