



## Refund Policy For Withdrawals and Dropping a Course

The following information pertains to policies and procedures of Western State College Extended that affect your enrollment in Extended Studies courses. It is your responsibility to be familiar with these policies and unless otherwise specified, this policy applies to all programs and courses.

### Drop A Course

Drops from a course result in a refund if they occur during the time frames specified below. The effective drop date is the business day Extended Studies receives your request. Non attendance or non-payment does not constitute a drop. Full refunds are not given after that last day to drop.

### Withdrawal

A student cancels their academic course registration resulting in a Withdrawal. Withdrawals occur after the “drop” deadlines up until the withdrawal deadline. No refunds are issued for a withdrawal. If the student does not officially drop or withdraw from a course they will receive a U (unsatisfactory), F or TF (Technical Failure) grade for that course.

### Cancellations

Extended Studies reserves the right to cancel a course. Full refunds are granted to enrolled students at the time a course is canceled.

### Drop Refund Deadlines:

Course Duration	Last Day to Drop	Drop Refund Policy
Classes with 5 or more class meetings	Before first class meeting	100% refund
	Before second class meeting	100% refund less \$25 fee
	Before 3 <sup>rd</sup> class meeting	50% refund less \$25 fee No refund after 3 <sup>rd</sup> class meeting
Weekend courses and courses with 4 or less class meetings	Two weeks prior to the start date of the course	Full Refund
	One week prior to the start date of the course	No refund unless a wait listed student is available.
Math 099 or English 099	Before 3 <sup>rd</sup> class meeting	100% refund
	Before 5 <sup>th</sup> class meeting	50% refund

### Withdraw Deadlines: (After these deadlines, a failing grade will be recorded.)

Course Duration	Last Day to Withdraw	Withdraw Refund Policy
5 weeks or less	Before third class meeting	No refunds. Grade of W recorded
6 weeks or more	Before fifth class meeting	No refunds. Grade of W recorded
Weekend courses	Day following the conclusion of the course	No refunds. Grade of W recorded
Math 099 or English 099	Before the 14 <sup>th</sup> class meeting	No refunds. Grade of W recorded

### **Academic Course Considerations**

1. **Transcripts** - If you discontinue your participation in a course and do not follow the procedure to acquire an official drop/withdrawal, you will receive a failing grade on your transcript.
2. **Financial Aid** - If you are receiving financial aid, specific federal, state, and college policies apply regarding refunds and repayments to financial aid programs. Contact Financial Aid for more information.
3. **Appeals** - You can request an exemption to the drop policy if you feel your situation was beyond your control. Follow the procedures outlined in the Financial Appeal Form and submit to Extended Studies.

**Extended Studies****FINANCIAL APPEAL PROCESS**

Refunds and drops will be granted based on the policies of Western State College Extended Studies.

Students can request an exemption to these policies. Extended Studies will review requests, and exemptions will be granted only if the situation is beyond the control of the student. Extended Studies assumes that students have read and understand the drop policy.

The request must be in the following format:

- The request should be typed and in letter format addressed to Extended Studies. Only written appeals will be considered. It should be clearly stated whether the request is for a refund and/or drop or withdrawal.
- The letter should be very thorough with specific details given. Please include dates and times, especially dates of class sessions missed.
- If requesting an exemption due to medical reasons, documentation must be provided for this exemption.
- If requesting an exemption due to work-related reasons, please have your immediate supervisor verify in writing the reasons for which you are requesting an exemption using the letterhead of your organization.

When requesting a refund, a student must submit the request at the time of drop or within 10 calendar days. It is important to submit the request as soon as possible. The amount of the refund is determined by the drop policy.