

## **WITHDRAWAL REFUND**

### **PURPOSE**

To define the time lines and refund percentages of students who withdraw from Westfield State University.

### **POLICY**

1. Commitments to faculty, staff and other costs of operation are made by the University in advance of the school year. They are based on anticipated student enrollment and residence hall occupancy and are not subject to change.
2. To be eligible for a refund, a student must formally withdraw from the University (see procedure for Withdrawing from University). The amount of refund will be determined on the basis of the official date of written withdrawal. Forms may be obtained in the Office of the Register.
3. Due to the extremely heavy clerical demands during registration and the beginning of a semester, refunds should not be expected until at least four (4) weeks after the start of a semester.

#### **A. TUITION**

1. If a student withdraws from the University, tuition and fee refunds are made according to the following schedule:
  - a. All Students
    - i. Prior to the beginning of classes: all tuition minus the \$50.00 initial deposit.
    - ii. Within the first two weeks of classes: 80%
    - iii. Within the third week: 60%
    - iv. Within the fourth week: 40%
    - v. Within the fifth week: 20%

#### **B. BOARD**

1. Refunds for board are made according to the same schedule as tuition

refunds. This schedule applies to students who reside in the apartments as well as to those students who transfer to the apartments or move off campus. There will be no board refunds after the fifth week of classes.

## C. ROOM

1. All Residential Life and University Apartment residents have occupancy agreements. See the Housing Office for information on withdrawal prior to occupancy, withdrawal during term of agreement, and individual exceptions. Refunds normally are tied to both written notification of intention to withdraw and to the University's ability to fill the vacancy created by the resident's withdrawal.

## D. OTHER FEES

1. There will be no refunds on the following after classes begin: Student Teaching Fee, Late Registration Fee, Late Payment Fee, Bad Check Fee, Student Insurance Fee, MASS PIRG, Hall Council Fee and Wellness Center Fee.

## REVIEW

This policy will be reviewed annually by the Vice President for Administration and Finance.