

Any Registration at Greenville University is considered a contract binding the student for the entire term. Many commitments of the University are based upon the enrollment anticipated at the beginning of the term.

Greenville University adheres to a fair and equitable refund policy consistent with regulations set forth by the State of Illinois and the U.S. Department of Education. This policy applies to students who officially withdraw from the University. Withdrawing from **all classes** requires a student to complete the “Intent to Withdraw Form” which can be found online in Campus Solutions, or my.Greenville. **Failure to do so will result in the student being responsible for all applicable charges.** Refund of charges will be calculated according to the date the form is submitted.

Students withdrawing from Greenville University prior to the drop date of the semester/term scheduled, will receive a full refund of tuition paid. Room and meal plan charges will be pro-rated by week based on the time spent on campus. Withdrawals after the drop date of the semester/term will result in a refund of tuition charges according to the schedule below: *(See academic calendar for exact dates.)*

Fall and Spring Semester classes -Traditional Undergrad/UTEP

<u>Time of Withdrawal from University</u>	<u>Tuition Refund</u>
First 2 weeks of semester (prior to drop date)	100%
During week 3 – 4 of semester	50%
During week 5 – 8 of semester	25%
After week 8 of semester	No Refund

16 Week Courses – Degree Completion/Guest/Graduate (Fall, Spring, Summer Terms)

<u>Time of Withdrawal from University</u>	<u>Tuition Refund</u>
First 2 weeks of semester (prior to drop date)	100%
During week 3 – 4 of semester	50%
During week 5 – 8 of semester	25%
After week 8 of semester	No Refund

8 Week Courses – Degree Completion/Guest/Graduate (Fall, Spring, Summer Terms)

<u>Time of Withdrawal from University</u>	<u>Tuition Refund</u>
First week of semester (prior to drop date)	100%
During week 2 of semester	50%
During week 3 - 4 of semester	25%
After week 4 of semester	No Refund

Interterm classes

<u>Time of Withdrawal from University</u>	<u>Tuition Refund</u>
First 2 days of course	100%
After Day 2 of course (after drop date)	No Refund

Refunds for Room/Meals

<u>Time of Withdrawal from University</u>	<u>Room/Meals Refund</u>
First 2 weeks of semester (prior to drop date)	Pro-rated by week up to 2 weeks
After week 2 of semester	No Refund

Return of Title IV Funds Policy

Students receiving Title IV Funds for the semester in which they withdraw from all courses will be subject to the Return to Title IV Calculation. The Financial Aid Return to Title IV policy is separate from the Greenville University Withdraw and Refund Policy. Students are subject to the calculation based on the official date of withdraw and/or the last day of attendance at GU. The Financial Aid Office will calculate the students Title IV eligibility and determine the amount of Financial Aid the student has earned during their enrollment.

For full Return to Title IV Fund Policy information visit the following links: [Return of Title IV Funds Policy](#), or [Student Consumer Information](#). Return to Title IV Funds Policy information can also be found in the University Catalog.