

# TUITION AND FEE ADJUSTMENT INFORMATION

- Appeals concerning the Housing or Meal Fees are made to the Office of Residence Life and Housing Services (<http://www.wcupa.edu/residenceLife/>).

## Policy for Adjustment of Tuition and Fees

Please consult the Academic Calendar (<http://www.wcupa.edu/registrar/calendar/>) for add/drop deadlines each semester. During the open enrollment period, if students drop classes which results in a change to their bill, *adjustments will be processed automatically by the Office of the Bursar* (<http://www.wcupa.edu/bursar/>). Students can contact the Office of the Bursar for information about when an adjustment will be generated.

After the add/drop deadline, the below adjustment schedule goes into effect. *Adjustments are automatic according to the schedule below.*

## Tuition and General Fee Adjustments

Full refunds for tuition and the general fee for a course are available only through the add/drop deadline for that course. After that, tuition and the general fee are adjusted only for term withdrawals according to the schedule below.

After the add/drop deadline, withdrawing from a single course does not generate any adjustment of tuition and fees, even if the student's enrollment changes from full-time to part-time. Refer to the Academic Calendar (<https://www.wcupa.edu/Registrar/calendar/>) for course-specific deadlines. These percentages apply to the total tuition bill, not to partial tuition payments. Questions about this, as well as when students will receive their tuition adjustment, should be directed to the Office of the Bursar (<http://www.wcupa.edu/bursar/>).

The following states how much of the tuition and general fees will be refunded based on when a course is dropped:

- From enrollment through the course add/drop deadline: 100%
- After the add/drop deadline: No adjustments for individual course drops

The following states how much of the tuition and general fees will be adjusted based on when a student *withdraws*. Please note that there is no fee adjustment for a course withdrawal, even if the withdrawal changes the enrollment status from full-time to part-time. The schedule below applies to term withdrawals (withdrawing from all courses within the term) only:

| Full-Term Withdraw During                                   | % of Tuition and General Fees Refund |
|---|--------------------------------------|
| From the day after add/drop through 12.50% of course length | 80%                                  |
| 12.51% - 19.44% of course length                            | 60%                                  |
| 19.45% - 26.39% of course length                            | 50%                                  |
| 26.40% - 33.33% of course length                            | 40%                                  |
| Greater than 33.33% of course length                        | No tuition adjustments               |

### No adjustment will be made if the student:

1. Drops a course but retains full-time status,
2. Reduces their credit load after the end of the add/drop period but retains part-time status, or
3. Owes the University money.

## Technology Tuition Fee Adjustments

Only refundable in full if the student drops all courses by the end of the add/drop period for the session. This fee will not be adjusted partially or in full for any courses dropped after the add/drop period.

## Appeals

- Any appeals concerning the policy for adjustment of tuition and the general fee are made to the Office of the Registrar.