

## **Cancellation, Withdrawal, and Refund Policy**

### **Denial of Admission**

An applicant denied admission by the school is entitled to a refund of all monies paid.

### **Five-Day Cancellation**

An applicant who provides notice of cancellation in any manner, within five days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days after receiving the notice of cancellation, the school shall provide the 100% refund.

### **Other Cancellations**

An applicant requesting cancellation in any manner, more than five days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the application fee of \$75.

Acacia University provides additional consideration for student who have had extenuating circumstances, such as illness, accident, death in family, being called to active military service, or other circumstances beyond the student's control.

### **University withdrawal**

University withdrawal is cancelling your enrollment for all courses and leaving the University altogether. If you decide to formally withdraw from the University, you must drop all courses and provide notice, in any manner, to the Office of Student Affairs ([studentaffairs@acacia.edu](mailto:studentaffairs@acacia.edu)) to update your academic status. Simply dropping courses or non-attendance does not constitute an official withdrawal. This notice **MUST** be followed by a written confirmation within 30 days. The confirmation is to indicate the last date of attendance and be signed and dated by the student.

If a student does not return from an authorized leave of absence (LOA), they will be withdrawn from the university. The withdrawal date will be the date the student was scheduled to return from the LOA and failed to do so.

### Course withdrawal

A student may withdraw from a course by notifying the professor and contacting the Office of Student Affairs ([studentaffairs@acacia.edu](mailto:studentaffairs@acacia.edu)), in any manner, stating your request to withdraw from the course, the course number, and reason for withdrawing.

A course withdrawal will be recorded as a “W” on the student’s transcript. If more than 50% of the course is completed, the student cannot withdraw and will receive the grade earned regardless of attendance from that point.

The official course withdrawal date will be the date the student submits the course withdrawal request to the Office of Student Affairs.

### Tuition refund after the start of classes

Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed. Refunds are subject to the time-based refund schedule below:

Length of Course	Percentage of Tuition Returned to the Student, Minus the Application Fee, AFTER	
8 weeks	1 <sup>st</sup> week	80%
	2 <sup>nd</sup> week	60%
	3 <sup>rd</sup> week	40%
	4 <sup>th</sup> week	20%
	5 <sup>th</sup> week	0%
Length of Course	Percentage of Tuition Returned to the Student, Minus the Application Fee, AFTER	

<b>16 weeks</b>	<b>1<sup>st</sup> week</b>	<b>80%</b>
	<b>2<sup>nd</sup> week</b>	<b>70%</b>
	<b>3<sup>rd</sup> week</b>	<b>60%</b>
	<b>4<sup>th</sup> week</b>	<b>50%</b>
	<b>5<sup>th</sup> week</b>	<b>40%</b>
	<b>6<sup>th</sup> week</b>	<b>30%</b>
	<b>7<sup>th</sup> week</b>	<b>20%</b>
	<b>8<sup>th</sup> week</b>	<b>10%</b>
	<b>9<sup>th</sup> week</b>	<b>0%</b>

### Sample refund calculations:

- Example 1: A master's student in School of Business enrolls in BMA509, Socio-Economic and Legal Environment, a 3-credit, 8-week course, and pays tuition of \$541.68. The student withdraws in the third week and will be refunded 60% of tuition paid or \$325.
- Example 2: A master's student in School of Education enrolls in EDC 620 Mentored Practicum, a 4-credit, 16-week course, and pays tuition of \$666.64. The student withdraws in the fifth week and will be refunded 50% of the tuition paid, or \$333.32.
- Example 3: A doctoral student in School of Business enrolls in BMB714D Business Research Methods, a 6-credit, 16-week course, and pays \$1,300 in tuition. The student withdraws in the ninth week and will be refunded 10% of the tuition paid, or \$130.00.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the Catalog and Handbook), or in the case of a student not returning from an authorized Leave of Absence

(LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

HOLDER IN DUE COURSE STATEMENT: “Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds thereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule Effective 5/14/76.)”