



Withdrawal and Refund

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 drop or withdraw from all University courses in a semester. Dropping or withdrawing from **all classes** requires a student to complete the “Intent to Withdraw Form” which can be found online at 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 can only receive a full refund of tuition, room and food (meal) charges paid if they drop all classes within the first five days of the semester. Students who leave day 6 or after of the semester/sub-term will result in a refund of tuition, room and food charges according to the schedule below: *(See academic calendar for exact dates.)*

Fall, Spring, and Summer Semester Classes

<u>Time of Dropping/Withdrawal from University</u>	<u>Tuition Refund</u>
First week (5 days) of semester	100%
During week 2-3 of semester	50%
During week 4-8 of semester	25%
After week 8 of semester	No Refund

Subterm/Block 1 & 2 Classes

<u>Time of Dropping/Withdrawal from University</u>	<u>Tuition Refund</u>
First week (5 days) of block	100%
During week 2 of block	50%
During week 3-4 of block	25%
After week 4 of block	No Refund

Interterm	<u>Tuition Refund</u>
<u>Time of Dropping/Withdrawal from University</u>	100%
First day of course	No Refund
After day 1 (starting day 2) of course	

Refund for Room/Food (Meals)	<u>Room/Board Refund</u>
<u>Time of Dropping/Withdrawal from University</u>	100%
First week (5 days) of semester	No Refund
After week 1 (starting day 6) of semester	

There is no provision for rebates to students who are away on weekends, vacation, or who forgo the opportunity to take a class during Interterm.

Return of Title IV Funds

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 Funds 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.