



## REFUND POLICY

Students who want to withdraw from one or several courses must complete the gold WITHDRAWAL FORM. The student must complete the withdrawal form with all required signatures and submit the completed form to the Express Center. The date of withdrawal will in every case be considered the date on which the written statement of withdrawal is initiated. The date the process is initiated, as stated on the withdrawal form, will become the basis for a possible refund of tuition and general fees (special fees and matriculation fees are non-refundable after the first week of classes). Students who fail to submit a withdrawal form as required *will not receive a refund*.

### Complete Withdrawal from Classes

Students who want to withdraw from all classes must complete the green WITHDRAWAL FROM ALL CLASSES FORM with all required signatures and submit the completed form to the Express Center. Students who withdraw from all classes and are receiving federal financial aid will have their federal financial aid adjusted in accordance with Federal Return to Title IV Funds regulations. See the Express Center or Financial Aid Office for more information.

*Refunds are calculated as follows:*

### REGULAR FT, BLD & MASTERS IN OCCUPATIONAL THERAPY (12-18 CREDIT HOURS)

Dropping below 12 credit hours but is still enrolled

Before the end of the 1 <sup>st</sup> week of classes	100%	Financial Aid adjusted based on # credit hours enrolled
After the 1 <sup>st</sup> week of classes	0%	Financial Aid is not adjusted

### REGULAR FT, BLD & MASTERS IN OCCUPATIONAL THERAPY (12-18 CREDIT HOURS)

Withdrawal from all classes

Before the end of the 1 <sup>st</sup> week of classes	100%	Not eligible for any Financial Aid
During the 2 <sup>nd</sup> week of classes	75%	Federal Financial Aid is adjusted in accordance with Federal Return to Title IV Funds regulations.
During the 3 <sup>rd</sup> week of classes	50%	
After the 3 <sup>rd</sup> week of classes	0%	

### UNDERGRADUTE, ON-LINE, INDEP. STUDY & PBMOT

#### Registered Less than Full Time

Before the end of the 1 <sup>st</sup> week of classes	100%
During the 2 <sup>nd</sup> week of classes	75%
During the 3 <sup>rd</sup> week of classes	50%
After the 3 <sup>rd</sup> week of classes	0%

### LINCOLN WEEKEND COLLEGE

During the 1 <sup>st</sup> class meeting	100%
During the 2 <sup>nd</sup> class meeting	50%
After the 3 <sup>rd</sup> class meeting	0%

### ONE DAY CLASS

Before the 1 <sup>st</sup> class meeting	100%
After the 1 <sup>st</sup> class meeting	0%

### MASTERS OF ART IN TEACHING

Before the 1 <sup>st</sup> class meeting of each course	100%
After the 1 <sup>st</sup> class meeting of each course	0%

### MASTERS & EdD in Health Care (excluding Masters of Art in Teaching &

Before the end of the 1 <sup>st</sup> week of classes	100%
During the 2 <sup>nd</sup> week of classes	75%
During the 3 <sup>rd</sup> week of classes	50%
During the 4 <sup>th</sup> week of classes	25%
After the 4 <sup>th</sup> week of classes	0%

### PRACTICAL NURSING – FALL & SPRING

Before the end of the 1 <sup>st</sup> week of classes	100%
During the 2 <sup>nd</sup> week of classes	75%
During the 3 <sup>rd</sup> week of classes	50%
After the 3 <sup>rd</sup> week of classes	0%

### ALL SUMMER SESSIONS(excluding PNC & FOCUS FIVE)

Before the 1 <sup>st</sup> class meeting	100%
When the class has met for 6 or less instructional hours	75%
When the class has met 7 through 9 instructional hours	50%
When the class has met for more than 9 instructional hours	0%

### PRACTICAL NURSING–SUMMER SEMESTER (Excluding Focus Five Classes)

Before the end of the 1 <sup>st</sup> week of classes	100%
During the 2 <sup>nd</sup> week of classes	75%
During the 3 <sup>rd</sup> week of classes	50%
After the 3 <sup>rd</sup> week of classes	0%

### SUMMER FOCUS FIVE CLASSES

Before the first day of classes	
After the first day of classes	