

# WITHDRAWALS AND REFUNDS

The university refund policy has been created to support our mission and allow students the maximum amount of time to reflect and discern their course schedule and educational goals. A student is considered in attendance and is responsible for any tuition balances due until s/he has formally notified Creighton University in writing of their withdrawal.

Tuition refunds are made to the student based on the date s/he made their formal withdrawal. Students who formally withdraw from the University before the official start date (<https://www.creighton.edu/businessoffice/#c192527>) of the semester or term will not be liable for the tuition or fees associated with each course. Tuition refunds will be given to students withdrawing after the official start date of the semester or term in accordance with the schedule shown below.

## Refund Policy

Semester/ Term	Tuition & Fees 100% Refund	Tuition 80% Refund	Tuition 60% Refund	Tuition 40% Refund	Tuition 20% Refund
Full Semester	7th calendar day of semester	14th calendar day of semester	21st calendar day of semester	28th calendar day of semester	35th calendar day of semester
11- or 12- week	5th calendar day of term	NA	10th calendar day of term	NA	15th calendar day of term
7- or 8- week	4th calendar day of term	NA	7th calendar day of term	NA	10th calendar day of term
4-, 5-, or 6- week	3rd calendar day of term	NA	5th calendar day of term	NA	7th calendar day of term
3-week	2nd calendar day of term	NA	4th calendar day of term	NA	NA
2-week	1st calendar day of term	NA	NA	NA	NA

Creighton University is required to complete the return of federal aid calculation for all students receiving financial aid. This is a proportional calculation based upon time enrolled during a semester, type of aid received, and direct costs. Students impacted by this policy will receive a worksheet outlining the steps and resulting calculation.

For the Doctorate in Business Administration program withdrawal/refund policy, please visit the DBA website (<https://business.creighton.edu/program/doctorate-business-administration-dba/>).

Refunds of room and board due to withdrawal from the University will be prorated.

Nonrecurring fees, the application fee, the University fee, the technology fee, special service fee and penalty fees will be charged in full, after the 100% refund period. The nonrecurring, penalty, and special service fees include; deferred payments, late payments, special examination/

evaluations, challenge examinations, recording, tuition remission administrative fees, orientation fee and lockers.

Full time students who drop courses after the last day for late registration but remain full-time (12 or more credit hours) receive no refund. If a full-time student drops to part-time status, refund of the difference between the full-time tuition charge and the per-credit-hour charge for the courses being continued will be made in accordance with the schedule applicable in the event of total withdrawal. Students assessed tuition per credit hour, including part-time students, graduate students and students in a summer session, will be charged for courses dropped in accordance with the schedule applicable in the event of total withdrawal.

A student will be considered as having withdrawn from the University after two consecutive weeks of unexplained absence. However, this policy is not to be considered as revoking the regulation that requires a student to notify the Dean in writing of his/her withdrawal. Refunds are made to the student on the basis of the date he/she has formally notified the Dean in writing of their withdrawal.