FINANCIAL POLICIES
Tuition is due by the end of the first week of the semester. If a student is unable to pay the entire tuition and fees at this time, he must fill out, sign, and return to the Business Office (by the end of the first week of the semester) the Tuition Payment Plan Contract, stipulating the manner in which the debt is to be paid so that the full amount will be paid by the end of the semester. Online students must either pay their tuition in full, or pay a deposit of at least $500 per course and sign the tuition payment contract, before being granted access to the online classroom. In the event of the student’s withdrawal before paying all installments, it is the student’s responsibility to pay the balance due, minus any applicable refund (see below). No grades or transcripts will be released, nor degrees awarded, until all tuition and fees are paid. Students with outstanding balances are not allowed to register for subsequent semesters. Registration fees are due with registration.

TUITION REFUNDS
Tuition will be refunded to students who find it necessary to withdraw (or to change to audit status) after registration according to the following schedule. THE EFFECTIVE DATE OF WITHDRAWAL IS THE DATE UPON WHICH WRITTEN NOTICE IS RECEIVED IN THE BUSINESS OFFICE. Students who withdraw from a course (or drop to audit status) and who have not yet paid the tuition are liable for the tuition amount minus any applicable refund amount. PLEASE NOTE that non-refundable fees, such as the registration fee and technology fees, will NOT be refunded.

REFUND SCHEDULE
FOR CLASSROOM AND LIVE ONLINE COURSES:
Before the second class: 100% of tuition
Before the third class: 75% of tuition
Before the fourth class: 50% of tuition
After the fourth class: No Refund

FOR PRE-RECORDED, ASYNCHRONOUS ONLINE COURSES:
During the first week after receiving the access code: 100% of tuition
Within two weeks of receiving the access code: 75% of tuition
Within three weeks of receiving the access code: 50% of tuition
After the third week from receiving the access code: No refund