Tuition Refund Policy

Program Withdrawal Tuition Refund Policy

For quarter-based programs (MAP, BA, MAE/TC, MAEx & MANM):

The refund schedule for all quarter programs, as shown below, applies in cases of withdrawal from the University.

First 2 weeks (14 days) = 100%
Week 3 (21 days) = 70%
Week 4 (28 days) = 60%
Week 5 (35 days) = 50%
Week 6 (42 days) = 40%
Week 7 (49 days) = 30%
Week 8 (56 days) = 20%, drops to 0% after Week 8

New and continuing students in any of the quarter programs who withdraw from a class after the add/drop period are not entitled to the pro-rated tuition refund.

For semester-based programs (MFA and USMA)

Students in the semester-based programs who withdraw from the program during the periods stated below are subject to a percentage refund of tuition which will be calculated based on the date the Office of the University Registrar received the student's written notification of his/her intention to withdraw.

The MFA in Creative Writing program refund schedule is as follows:
1) Prior to the third day of residency = 100% refund of the semester’s tuition
2) After the third day of residency, a pro rata refund of tuition will be applied to unearned institutional charges up to completion of more than 75% of the term
3) On Friday of the 5th week of class, a 75% refund will be applied
4) On Friday of the 11th week of class, a 50% refund will be applied
5) On Friday of the 17th week of class, a 25% refund will be applied; and thereafter no refund

The MA in Urban Sustainability program refund schedule is as follows:
1) Prior to the third day of residency = 100% refund of the semester’s tuition
2) After the third day of residency, a pro rata refund of tuition will be applied to unearned institutional charges up to completion of more than 75% of the term
3) On Wednesday of the 5th week of class, a 75% refund will be applied
4) On Wednesday of the 11th week of class, a 50% refund will be applied
5) On Wednesday of the 17th week of class, a 25% refund will be applied; and thereafter no refund

All students receiving federal financial aid funds who fully withdraw from the university after the 100% refund period are subject to the “Federal Return of Title IV Funds” policy which determines the amount of Federal Title IV aid that must be returned to the Federal government by the school and the student. Refer to the Withdrawal and Return of Title IV Funds Policy in this catalog. If a student withdraws after the 100% refund period, any Title IV funds disbursed will be returned to the sources so that the student may use these funds elsewhere.

Class Add/Drop and Tuition Refund Policy

Effective Summer 2016, AULA will neither have one singular date that serves as the Add/Drop period deadline, nor one due date for the 100% tuition refund. Based on AULA course types, there are three types of Add/Drop and Tuition Refund timelines.

1. Ten (10) session courses /Five (5) sessions (zero unit) courses, including online courses
Tuition Refund Policy

Students will now have the first 20% of the **Instructional period** (using as a time frame the **first day of class** to the **last day of class**) to Add or Drop a course with a 100% tuition refund. Between 21% - 60% of the instructional period, dropped courses will generate a zero tuition refund, and will appear on the transcript with a W. From 61% to the end of the instructional period, dropped courses will generate a zero tuition refund and will appear on the transcript with a WNC. Course withdrawal will not remove the class/units from the student record, but will simply grade the class as “W” or “WNC.”

2. **One-day, Two-day & Three-day workshops**

Students can Add or Drop Workshops with 100% refund during the first two weeks of the term. After the first two weeks, dropped workshops will appear on the transcript with a W.

*Note: The Add/Drop and Tuition Refund dates for each course are pre-calculated. On AUView (https://audirect.antioch.edu/app.html) all dates are found under the section detail of each course.*

3. **Internships/Independent Studies/Clinical Training/Personal Psychotherapy**

Students can Add/Drop these learning activities using the Add/Drop form available in the Office of Integrated Student Services (ISS) within the first two weeks of the term. A written petition is required to Add/Drop after the first two weeks.