

FALL 2015 WITHDRAWAL AND REFUND SCHEDULE

To view as specific drop deadline for a course, log in to WaveNet and go to your Student Center. Select **My Class Schedule>Select a term>Click on the Calendar Icon under Deadlines for each course.**

Student notification for drops and withdrawals must be sent to your Program Advisor via your Pepperdine student email account for processing.

TERM WITHDRAWAL

You will be responsible for a \$150 withdrawal fee if you drop all your courses for the trimester on or after the start of the trimester and through the add/drop period for the course. Once the withdrawal fee appears on your student account, you will need to pay the fee to avoid late charges from accruing on your account. Please review your Student Account for the due date. Students may drop classes for the trimester any time after their initial enrollment up through the end of the *add/drop period listed below to avoid tuition charges:*

FALL 2015 WEEKNIGHT (FOUR-UNIT) CLASS REFUND SCHEDULE

| | | |
|-------------|--------------------|--|
| Weeks 1-2 | 08/24/15--09/05/15 | 100% refund of tuition (Add/Drop Period) |
| Week 3 | 09/06/15--09/12/15 | 75% refund of tuition and "W" grade |
| Week 4 | 09/13/15--09/19/15 | 50% refund of tuition and "W" grade |
| Weeks 5-8 | 09/20/15--10/17/15 | 25% refund of tuition and "W" grade |
| Weeks 9-14* | 10/18/15--12/04/15 | 0% refund of tuition |

The new refund period each week begins on Sunday. There will be no tuition refund after week 8. *Any withdrawals past week 8 will have to be approved by your professor and the department chair. The grade of "W" or "WF" will be assigned depending on your class standing.

FALL 2015 SESSION A & B CLASS REFUND SCHEDULE

Session A

| | |
|----------------------|--|
| 08/24/15--08/29/15 | 100% refund of tuition (Add/Drop Period) |
| 08/30/15--09/05/15 | 75% refund of tuition and "W" grade |
| 09/06/15--09/12/15 | 50% refund of tuition and "W" grade |
| 09/13/15--09/19/15 | 25% refund of tuition and "W" grade |
| 09/20/15--10/12/15** | 0% refund of tuition |

Session B

| | |
|----------------------|--|
| 10/14/15--10/24/15 | 100% refund of tuition (Add/Drop Period) |
| 10/25/15--10/31/15 | 75% refund of tuition and "W" grade |
| 11/01/15--11/07/15 | 50% refund of tuition and "W" grade |
| 11/08/15--11/14/15 | 25% refund of tuition and "W" grade |
| 11/15/15--12/04/15** | 0% refund of tuition |

During the **first week** of a class that occurs during (Session A or B) of a trimester, there is no tuition penalty to drop a class.

If the dropped class is on or after the start date of the session and is the only class that you are enrolled in for the entire trimester, a \$150* withdrawal fee will be charged to your student account.

Any withdrawals **after 09/19/15 in Session A or **after** 11/14/15 in Session B will have to be approved by your professor and the department chair. The grade of "W" or "WF" will be assigned depending on your class standing.

REGULAR WEEKEND CLASS REFUND SCHEDULE FALL 2015

If you attend any part of a weekend class, one Friday, one Saturday or a Friday-Saturday session you must drop by the **first** Thursday following the **first** weekend class meeting. There is no fee to drop a class unless the drop results in a total withdrawal of all classes for the trimester. Should a total withdrawal occur, a \$150 withdrawal fee will be charged to your student account. There will be no refunds for withdrawals past the first Thursday of a weekend class. Any withdrawals past the first Thursday of a weekend class will have to be approved by your professor and the department chair. The grade of "W" or "WF" will be assigned depending on your class standing.

FALL 2015 FLEX WEEKEND CLASS REFUND SCHEDULE

Any drop from a flex class must be completed on or before the dates listed in **CENTER** column of the chart listed below for a 100% refund. Should a total withdrawal occur, a \$150 withdrawal fee will be charged to your student account. Any refunds after the 100% drop date will follow the Refund Schedule noted in the right-hand column of the chart.

| Class # | Drop on or Before Date for a 100% refund | After the 100% drop date-the following refund schedule applies: |
|----------------|---|--|
| ISTM 665.25FL | 8/29 | Refer to the Session the A Refund Schedule-page 1 |
| ACCT 472.25FL | 9/5 | Refer to the Weeknight (Four-Unit) Class Refund Schedule-page1 |
| DESC 656.42FL | 9/5 | Refer to the Weeknight (Four-Unit) Class Refund Schedule-page1 |
| ECNM 657.65FL | 9/5 | Refer to the Weeknight (Four-Unit) Class Refund Schedule-page1 |
| ISTM 654.25FL | 9/5 | Refer to the Weeknight (Four-Unit) Class Refund Schedule-page1 |
| LEGL 653.65FL | 9/5 | Refer to the Weeknight (Four-Unit) Class Refund Schedule-page1 |
| MKTG 658.25FL | 9/5 | Refer to the Weeknight (Four-Unit) Class Refund Schedule-page1 |
| MKGT 473.25FL | 9/5 | Refer to the Weeknight (Four-Unit) Class Refund Schedule-page1 |
| STGY 659.65FL | 9/5 | Refer to the Weeknight (Four-Unit) Class Refund Schedule-page1 |
| ISTM 660.25FL | 10/24 | Refer to the Session the B Refund Schedule-page 1 |
| OTMT 483.25FL | 10/29 | Refer to the Session the Weekend Refund Schedule-page 1 |

Please contact your Program Advisor if you have any questions:

| Contact Information | |
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| <p>Encino/Westlake Village/Santa Barbara Sangeetha Rao sangeetha.rao@pepperdine.edu (818) 501-1612</p> | <p>Irvine Tina Serasio tina.serasio@pepperdine.edu (949) 223-2563</p> |
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