

## FALL 2016 WITHDRAWAL AND REFUND SCHEDULE

To view the specific drop deadline for a course, login to WaveNet and go to your Student Center. Select **'Other Academic' drop down menu > 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 Peppertine 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:*

### WEEKNIGHT (FOUR-UNIT) CLASS REFUND SCHEDULE

Weeks 1-2	08/26/16 – 09/10/16	100% refund of tuition (Add/Drop Period)
Week 3	09/11/16 – 09/17/16	75% refund of tuition and "W" grade
Week 4	09/18/16 – 09/24/16	50% refund of tuition and "W" grade
Weeks 5-8	09/25/16 – 10/22/16	25% refund of tuition and "W" grade
Weeks 9-14*	10/23/16 – 12/09/16	0% refund of tuition

\*Any withdrawals past week 8 require the approval of the professor and department chair. The grade of "W" or "WF" will be assigned depending on your academic standing in the class.

### SESSION A & B CLASS REFUND SCHEDULE

<u>Session A</u>		<u>Session B</u>	
08/29/16 – 09/03/16	100% refund of tuition (Add/Drop Period)	10/19/16 – 10/29/16	100% refund of tuition (Add/Drop Period)
09/04/16 – 09/10/16	75% refund of tuition and "W" grade	10/30/16 – 11/05/16	75% refund of tuition and "W" grade
09/11/16 – 09/17/16	50% refund of tuition and "W" grade	11/06/16 – 11/12/16	50% refund of tuition and "W" grade
09/18/16 – 09/24/16	25% refund of tuition and "W" grade	11/13/16 – 11/19/16	25% refund of tuition and "W" grade
09/25/16 – 10/17/16**	0% refund of tuition	11/20/16 – 12/09/16**	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** 09/24/16 in Session A or **after** 11/19/16 in Session B require the approval of the professor and department chair. The grade of "W" or "WF" will be assigned depending on your academic standing in the class.

### REGULAR WEEKEND CLASS REFUND SCHEDULE

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 require the approval of the professor and department chair. The grade of "W" or "WF" will be assigned depending on your academic standing in the class.

### FLEX WEEKEND CLASS REFUND SCHEDULE

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

<b>Class</b>	<b>Drop on or before The date below for a 100% refund</b>	<b>After the 100% tuition refund deadline, refer to the refund schedule information:</b>
GSBM 670.J25FL	09/03/16	Session A Refund Schedule
GSBM 670X.25FL	09/03/16	Session A Refund Schedule
ISTM 665.25FL	09/03/16	Session A Refund Schedule
ACCT 652.35FL	09/10/16	Weeknight (Four-Unit) Class Refund Schedule
STGY 659.35FL	09/10/16	Weeknight (Four-Unit) Class Refund Schedule
ISTM 660.25FL	10/29/16	Session B Refund Schedule

Please contact your program advisor if you have any questions:

<b>Contact Information</b>	
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