Student Accounts

Refund Policy

Undergraduate General Refund Policy

Students who officially withdraw or take an official leave of absence from the University are required to submit paperwork to the Dean of Student's Office. A student who officially withdraws during the first one-tenth of the semester will be charged 10 percent of his/her tuition, room, board and mandatory fees; after the first tenth, but before the end of the first quarter, he or she will be charged 50 percent, after the first quarter, but before the end of the second quarter, he or she will be charged 75 percent. There is no reduction in charges after the second quarter of the semester. If a student withdraws from school, but continues to avail himself/herself of services, he/she will be charged for those services.

If a student is suspended, dismissed, or expelled from the University, there will be no reduction in charges.

Graduate General Refund Policy

General Refund Policy – Graduate Students (excludes COPACE Graduate Students)

A student who officially withdraws from a course or the University, or takes a leave of absence by the final day of Add/Drop will receive a 100% refund; after Add/Drop, but before the end of the first quarter of the semester, he or she will be charged 50 percent, after the first quarter, but before the end of the second quarter, he or she will be charged 75 percent. There is no reduction in charges after the second quarter of the semester. If a student is suspended, dismissed, or expelled from the University, there will be no reduction in charges.

The refund policy for graduate students (excludes COPACE Graduate Students) translates to the following for Fall 2014:

July 7 - September 3, 2014 – 100%

September 4 - September 22, 2014 - 50%

September 23 - October 20, 2014 - 25%

October 21 and beyond - no reduction in charges

The refund policy for graduate students (excludes COPACE Graduate Students) translates to the following for Module A Fall 2014:

July 7 – September 3, 2014 – 100%

September 4 – September 5, 2014 – 50%

September 6 – September 18, 2014 – 25%

September 19 and beyond – no reduction of charges

The refund policy for Graduate School/IDCE students translates to the following for Module B Fall 2014:

October 15 – October 24 – 100%

October 25 – October 28 – 50%

October 29 – November 11 – 25%

November 12 and beyond – no reduction of charges

The refund policy for GSOM students translates to the following for Module B Fall 2014:

October 20 – October 29 – 100%

October 30 – November 2 – 50%

November 3 – November 16 – 25%

November 17 and beyond – no reduction of charges

If a student is suspended, dismissed, or expelled from the University, there will be no reduction in charges.

Medical Refund Policy

If a student's doctor recommends that he/she leave the University for medical reasons within the first half of the semester, and later a decision is made that the student must officially withdraw, charges are calculated in accordance with the schedule above based on the date of the doctor's initial recommendation that the student leave the University. The doctor's letter must be an original on letterhead.

Where will my refund be sent?

You now have the power to indicate where you want your refund check to be sent. You can add, update, and remove your refund address through CU Web. (Instructions below).

If you do not add a refund address, your refund will be sent to your campus mailbox, or department. If you do not have a campus mailbox or specific department address, your refund will be mailed to your home address.

If you have any questions, please contact the Student Accounts Office at 508-421-3801.

Best regards,

The Student Accounts Office

Instructions:

- Log into CU Web
- Click Personal Information Tab from the main page
- Select Update Address(es) and Phone(s)
- Select Refund Address from drop down menu at bottom of page
- Submit
- Enter refund address. Note: “Valid from this date” is a required field
- Submit