

Institutional Refund Policy for Single Courses

Refund of Tuition

Tuition charges are based on the total number of credit hours for which a student is enrolled on the first day of the class (as listed in the University calendar), regardless of the class. All students will be subject to the institutional refund policy. Refunds or tuition adjustments will be awarded according to the following guidelines:

1. If circumstances prevent matriculation before a student begins attending the University, all tuition charges will be reversed and any payments made will be refunded. A tuition adjustment results when a student officially changes enrollment status during the drop/add period. No adjustment will be made for students dropping the class after the drop/add period and will be subject to the tuition refund schedules below.
2. Richmond and Virginia Beach Virginia campuses only:
Rejection: An applicant rejected by South University is entitled to a refund of all monies paid. Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, less an application fee of fifty (50) dollars for certain academic programs. Other Cancellations: An applicant requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less an application fee of fifty (50) dollars for certain academic programs. A student applicant will be considered a student as of the first day of classes.

All refunds must be submitted within forty-five (45) calendar days after receipt of a written request or the date the student last attended the class, whichever is sooner.

Tuition Refunds will be Determined as Follows:

Proportion of Total Course Taught by Withdrawal Date	Tuition Refund
During the Drop/Add Period	100% of tuition cost
After the Drop/Add Period and before the first 25%	75% of tuition cost
25% up to but less than 50%	50% of tuition cost
50% up to but less than 75%	25% of tuition cost
75% or more	No Refund

3. Florida campuses including Orlando, Tampa, and West Palm Beach:
Tuition charges are based on the total number of credit hours for which a student is enrolled on the first day of the class (as listed in the University calendar), regardless of the class. Refunds or tuition adjustments will be awarded according to the following guidelines:

Students who apply for enrollment into a Florida campus but are rejected or provide written notice of cancellation within three (3) calendar days of executing the enrollment agreement are entitled to a refund of all monies paid. An applicant requesting cancellation more than three (3) calendar days after executing the enrollment agreement and making an initial payment but prior to the first day of class is entitled to a refund of all monies paid.

All refunds must be submitted within thirty (30) calendar days of the determination of the withdrawal date.

Tuition Refunds will be Determined as Follows, based on the week in which the student withdraws:

Proportion of Total Course Taught by Withdrawal Date	Tuition Refund
During the Drop/Add Period	100% of tuition cost
After the Drop/Add Period and before the end of Week 1, if different	75% of tuition cost
Week 2	50% of tuition cost
Week 3	25% of tuition cost
After Week 3	0% of tuition cost

4. South University Online:
Student Right to Cancel/Buyer's Right to Cancel:

If circumstances prevent matriculation before a student begins attending South University, all tuition charges will be refunded.

Students in South University's online courses who drop before the start date of the course will receive a one hundred (100) percent refund of the total cost of tuition for the course. Tuition refunds after the start of a course are based on weekly attendance. Fully online students must contact their Academic Counselor to officially withdraw from school. A student will be determined to be withdrawn from the institution if the student violates the University's published attendance policy. The withdrawal date is the last date of attendance as determined by the school from its attendance records. All refunds must be submitted within thirty (30) calendar days of the determination of the withdrawal date.

Online Courses:

Mid-Quarter Course:

- Students who withdraw during week 1 will receive a 75% tuition refund.
- Students who withdraw during week 2 will receive a 50% tuition refund.
- Students who withdraw during or after the 3rd week will receive a 0% tuition refund.

Quarter Course:

- Students who withdraw during weeks 1 and 2 will receive a 75% tuition refund.
- Students who withdraw during weeks 3 and 4 will receive a 50% tuition refund.
- Students who withdraw during or after the 5th week will receive a 0% tuition refund.

5. Maryland State Refund Policy

The Maryland State Refund Policy applies to students who are residents of Maryland. Refunds are made within sixty (60) calendar days from the date of withdrawal or termination. The withdrawal date is the last date of attendance as determined by the school from its attendance records. A Maryland student that withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period is as follows:

Proportion of Total Course, Program, or Term completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

6. New Mexico Refund Policy

The New Mexico State Refund Policy applies to students who are residents of the state of New Mexico who

withdraw from all courses from South University online programs.

Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period of three (3) business days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling off period, the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.

Following the cooling off period but prior to the beginning of instruction, a student may withdraw from enrollment following the cooling off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more one hundred (100) dollars or five (5) percent in tuition or fees, whichever is less, as registration charges.

A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. The institution shall be entitled to retain, as registration charges, no more than one hundred (100) dollars or five percent (5%) of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned at a pro-rata amount according to the following schedule, based on the date of student withdrawal as a percentage of the enrollment period for which the student was obligated. The withdrawal date is the last date of attendance as determined by the school from its attendance records.

Schedule	Refund Amount
On first class day	0%
After first day and within 10%	10%
After 10% and within 25%	50%
After 25% and within 50%	75%
50% or thereafter	100%

Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained within five (5) business days of the request.

Tuition and fee refunds will be made within thirty (30) calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.

8. Ohio State Refund Policy

Residents of Ohio who apply for enrollment at South University but are rejected or provide written notice of cancellation within five (5) calendar days of executing the enrollment agreement are entitled to a refund of all monies paid. An applicant requesting cancellation more than five (5) calendar days after executing the enrollment agreement and making an initial payment but prior to the first day of class is entitled to a refund of all monies paid.

All refunds will be submitted within thirty (30) calendar days of the determination of the withdrawal date. Refunds are calculated based on the student's last date of attendance or participation in an academic activity.

Refunds for Tuition and Refundable Fees will be determined as Follows:

Calendar Week	Tuition Refund
Withdrawal during the first full week	75% of tuition and refundable fees

Calendar Week	Tuition Refund
Withdrawal during the second full week	50% of tuition and refundable fees
Withdrawal during the third full week	25% of tuition and refundable fees
Withdrawal after the third full week	No tuition or refundable fees refund

9. Wisconsin State Refund Policy

The Wisconsin State Refund Policy applies to students who are residents of the state of Wisconsin who withdraw from all courses from South University. The enrollment agreement is a legally binding contract upon acceptance of the student by the school unless the student cancels the enrollment agreement within three (3)-business days of acceptance by the school day cancellation period.

A student who withdraws or is dismissed after the three (3)-business day cancellation period, but before completing sixty (60) percent of the potential units in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period. Pro rata refund shall be determined as the number of units remaining after the last unit completed divided by the total number of units in the enrollment period, rounded downward to the nearest ten (10) percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period. The withdrawal date is the last date of attendance as determined by the school from its attendance records.

The school will make every effort to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

The school will issue refunds within forty (40) calendar days of the effective date of termination. A written notice of withdrawal is not required. The student is considered withdrawn from the school if the student fails to attend classes, utilize instructional facilities, or submit lessons, without providing an explanation to the school regarding the inactivity for fifteen (15) calendar days.

No refund is required for any student who withdraws or is dismissed after completing sixty (60) percent of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

Cancellation Privilege:

A student shall have the right to cancel enrollment for a program not exempted until midnight of the third (3rd) business day after written and final receipt of notice of acceptance from the school.

The student will receive a full refund of all money paid if the student cancels within the three (3)-business-day cancellation period; the student accepted was unqualified and the school did not secure a disclaimer; the school procured the student's enrollment as the result of false representations in the written materials used by the school or in oral representations made by or on behalf of the school. The school will issue refunds within three (3) days of cancellation.

Online Courses:

Adjustments of the Tuition and Fee Charges before Attending Any Units of Instruction but After the Three (3) - Day Cancellation Period:

One hundred (100) percent refund.

Adjustment of Charges after Completing:

At Least	But Less Than	Refund of Tuition
1 unit/calendar day	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	no refund	no refund