

❖ Tuition and Fee Refund Policy

Please Note: Students in our Online Programs, have a different tuition and refund policy based on the number of weeks in their classes. Please click the [Online Programs- Tuition and Refund Policy link](#) to be taken to the Online Programs Policy.

Dropped Classes: If you drop your classes by the last day of the drop/add period, you are eligible to receive 100% back of your payment towards your tuition and fees, with the exception of the \$40 enrollment fee, if you had signed up for the payment plan. Please know your refund will be processed within two weeks after the last day of the drop/add period.

Withdraw: After the drop/add period ends, to be eligible for refund, you will need to complete a Course Withdrawal form to withdraw from one or more courses or a University Withdrawal form to officially withdraw from all classes and the University. If you are a full-time student, taking between 12-18 credits, please know the refund percentages below only pertain to you if you withdraw from all your classes. When you withdraw, you are only eligible for a refund on tuition, as our fees are non-refundable*. Please speak to the Financial Aid and Student Billing Offices prior to completing your withdraw form to understand how your financial obligations will be impacted. After you have spoken to both offices and are aware of your financial responsibilities, if you would still like to withdraw, please contact your Academic Advisor. They will provide you with the withdraw form and an explanation of the process. The date that you sign the withdrawal form and what is recorded by the Registrar's Office is the basis to determine refunds, tuition changes and/or financial aid adjustments (please see chart below for details). Not attending class does not automate an official withdraw. Please know if you stop attending classes and do not withdraw, you will be responsible for all of your tuition and fees charges.

Room and Board: To be eligible for a refund of your room and board charges, you must officially notify the Office of Residence Life of your decision to withdraw. You must complete a contract release form to be eligible for a Room and Board refund. The amount of Room and Board refund you are eligible for is based on the date of your withdrawal form and what is recorded by the Registrar's Office.

Please Note: the refund percentages for Room and Board are different from than the tuition refund percentages listed in the tables below. You can access the refund percentages for Room and Board in your Housing Contract. If you have any questions about refunds for Room and Board, please email the Office of Res Life at reslife@gmercyu.edu.

Fall and Spring Semester	Percentage of Refund
Dropping Classes prior to the First Day of the Semester	100%
Dropping Classes through the last day of the Drop/Add Period	100%
Withdraw up to 7 days after the last day of Drop/Add	75%
Withdraw 8 to 14 days after the last day of Drop/Add	50%
Withdraw 15 to 21 days after the last day of Drop/Add	25%
Withdraw 22 days or more after the last day of Drop/Add	0%

Summer Semester	Percentage of Refund
Dropping all Classes prior to the First Day of the Semester	100%
Dropping all Classes through the last day of the Drop/Add Period	100%
Withdraw 7 days after the last day of Drop/Add	50%
Withdraw 8 days or more after the last day of Drop/Add	0%

*The only exception to this policy is the Integrated Studies program fee. The service fee for this program will be refunded at the same percentage as the tuition refund.

If you have any questions about this policy, please email the Student Billing office at studentbilling@gmercyu.edu. Thank you.

