

## **TROY Online Refund Policy**

You are responsible for all charges that result from registering for classes. When dropping a course, you may still be required to pay at least a portion of the cost for that course:

### **Drop policy:**

**If dropping an online course or an in-class course taught at a TROY Service Center:**

1. During the first week of the term, you owe 0%.
2. During the second week of the term, you owe 50%.
3. During the third week of the term or anytime thereafter, you owe 100%.
4. This policy does not apply to the State of Georgia and Pacific Region due to existing contractual agreements.

**If dropping a course at a Troy University – Alabama Campus location:**

1. During the first week of the term/semester (Monday – Monday), you owe 0%.
2. During the second week of the term/semester or anytime thereafter, you owe 100% of tuition and fees, plus an additional drop fee will be assessed for each dropped class.
3. No refund of charges will occur after the first week of class. For weekend classes, no reduction of charges will occur after the second class meeting.
4. Contact your Academic Advisor for term specific dates or visit the TROY Online Academic Calendar at <http://trojan.troy.edu/online/academiccalendar.html>.

### **Withdrawal policy:**

If a student wishes to withdraw from all classes from the University, the student may be entitled to a partial refund of the tuition. Refund percentages are defined in the term schedules.

#### **1. For Troy University- Alabama Campus Locations**

Official withdrawal will result in 100% refund of charges for tuition, laboratory fees, technology fees and student activity fees through the first week of classes (seven calendar days from the start date of the term/semester). No refund of these charges will occur after the first week of the semester/term begin date (Monday – Monday). For weekend classes, no reduction of charges will occur after the second class meeting.

Please note: a withdrawal fee will be assessed.

#### **2. For TROY Online and TROY Service Center Locations**

- a. 100% refund for any withdrawal during the first week of classes
- b. 50% refund for withdrawal from the end of the first week of classes through the end of the second week of classes
- c. 0% refund for any withdrawal after the end of the second week of classes
- d. This policy includes distance learning and weekend classes.
- e. This policy does not apply to the State of Georgia and Pacific Region due to existing contractual agreements.

### **SPECIAL NOTES ON REFUNDS FOR WITHDRAWALS:**

1. Students who withdraw from the University may qualify for a refund if medical reasons can be documented and processed through the designated withdrawal official (DWO).
2. Applications fees, registration fees, and housing deposits are non-refundable fees.
3. A student called for military service during the school term should consult with Student Financial Services or VA Counselor, as applicable regarding refunds of fees before withdrawing.
4. Room rent is non-refundable.
5. Meal plans may be canceled if a student withdraws from the university. The refund will be prorated on a weekly basis on the unused portion of the meal plan. The meal plan must be paid for through the date the withdrawal is processed.

If a student does not meet his/her financial or other obligations, he/she will not be permitted to register for any subsequent term. The University will not issue official transcripts and the student will not receive a diploma, if graduating, until such obligations are met.

Delinquent student accounts may be reported to a credit bureau and referred to collection agencies for collections that will levy a 33 1/3% collection fee in addition to the debt or litigation. All financial regulations, fees and charges are subject to change as conditions warrant.

Book charges are not reduced/forgiven for drops or withdrawals. Please contact your campus's Barnes & Noble bookstore to inquire about their return policy.