REFUND POLICY

Refund Percent (All Campuses)

If a student withdraws from college, the payment agreement made at the time of registration is still in effect, subject to the following schedule for refund of tuition, room and board charges. Technology, Activity, and Course Fees are non-refundable. Please note that the refund of Tuition, Room and Board charges is a different calculation than the Return of Title IV Funds calculation. The Tuition, Room and Board Refund Policy establishes the amount you will be charged for the semester if you withdraw. The Return of Title IV Funds Policy calculates how much Federal financial aid you are allowed to keep to help pay your adjusted charges. Therefore, both calculations must be completed before you will know your financial account balance.

Students who drop/withdraw from individual classes after the first week of class without completely withdrawing from Siena Heights University will NOT receive monetary credit for any charges. Add/Drops that will not change the total number of enrolled hours need to be completed on the same Add/Drop form on the same calendar day.

The percentage refund of charges for a complete withdrawal from Siena Heights University is determined by the following refund chart.

Refund at End of Week	**15**	**10**	**8**	**6**	**5**	**4**	**3**
1	100%	100%	100%	100%	100%	100%	100%
2	90%	80%	70%	70%	60%	50%	0%
3	80%	70%	60%	50%	0%	0%	0%
4	70%	60%	50%	0%	0%	0%	0%
5	0%	0%	0%	0%	0%	0%	0%
6	0%	0%	0%	0%	0%	0%	0%
7	0%	0%	0%	0%	0%	0%	0%
8	0%	0%	0%	0%	0%	0%	0%