



Undergraduate Academic Catalog Addendum  
 2015 – 2016 Volume 6, Issue 3  
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**Section Six, Financial Policies and Assistance**

The following replaces the ‘Institutional Refund Policy’ Found in Section Six, ‘Financial Policies and Assistance’ of the Argosy University Undergraduate Academic Catalog and is effective for all Class Starts on and after 6/29/16:

**Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled On-Ground**

For purposes of this Initial Period of Enrollment Policy, a first-time undergraduate student is defined as a student who is not currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.

For students in graduate programs and undergraduate students who have previously attended, please see the Refund Policies section of the enrollment agreement and catalog.

Argosy University provides all new applicants seeking a first-time enrollment in any on-ground undergraduate program of study, including hybrid programs, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student. Students who enroll may cancel their enrollment prior to the start of the term or within seven (7) calendar days following the first day of the student’s first scheduled class, whichever is later (referred to as the “Initial Period”).

The chart below illustrates the days in the Initial Period for a non-regular student:

Class Days	Initial Period Days	Number of Calendar Days in Initial Period
April 28 <sup>th</sup> = 1 <sup>st</sup> Scheduled Class		1
April 29 <sup>th</sup>	1 <sup>st</sup> Day of Initial Period	2
April 30 <sup>th</sup>	2	3
May 1 <sup>st</sup>	3	4
May 2 <sup>nd</sup>	4	5
May 3 <sup>rd</sup>	5	6
May 4 <sup>th</sup>	6	7
May 5 <sup>th</sup>	7 <sup>th</sup> = Last Day of Initial Period	8
May 6 <sup>th</sup>	Initial period over – student is eligible to be reviewed for full admission	9

A first-time undergraduate student who notifies the school of the intent to withdraw in person or in writing, or simply stops attending and does not attend classes past the seventh (7th) calendar day following the student's first day of the term or first scheduled class, whichever is later, will be considered a cancellation. The school will refund any monies paid on the student's behalf and will remove any charges from the student's account. All refunds will be made within thirty (30) calendar days of the date of the cancellation.

During a first-time student's Initial Period of Enrollment in an undergraduate program, the student is considered a non-regular student for federal student aid purposes and is not eligible to receive federal, state or any other types of aid during this period.

Please note, a first-time undergraduate student who is receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid if the student cancels within the seventh (7th) calendar day following the student's first scheduled class or does not meet the requirements for admission to the school.

Students who complete the Initial Period of Enrollment will be reviewed for full admission into the school as a regular student on the ninth (9<sup>th</sup>) respective calendar day (the day after the first calendar day plus seven (7) calendar days). Students are required to meet all school admission requirements and any additional programmatic admission requirements that apply to the student's program of study. Students completing the Initial Period of Enrollment who continue in the educational program will be subject to all student policies back to the first day of the student's first term or first scheduled class day, whichever is later, including the withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

In order to qualify for aid, students must be a regular student and meet all federal, state, or other types of aid eligibility requirements. [Cancellation Refund Policy Student Examples for On-Ground Students:](#)

Example 1:

1. Student's first scheduled class is January 5th.
2. Student ceases to attend and his or her last date of attendance is January 9th (the 4th day).
3. Student would no longer be enrolled and would not be eligible for any Title IV, state aid and other aid program funding nor would the student be charged tuition or fees for any portion of his or her Initial Period or for the term.
4. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Example 2:

1. Student's first scheduled class is January 5th.
2. Student remains enrolled and attends class through January 14 (the 9th day), then ceases enrollment and attendance.
3. Student would be charged for the full class amount and his or her refund, if any, would be calculated based on withdrawal on day ten (10) of the class.
4. Student would be eligible for Title IV, veteran's benefits, state aid, and other aid programs, if all other conditions are met for admission and aid eligibility, since he or she became a regular student after January 11th (the 7th day).

- Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

### **Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled in Fully-Online Programs**

A first-time undergraduate student is a student who has not previously attended the school in an undergraduate program. A first-time undergraduate student is defined as a student who is not currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.

For students in graduate programs and undergraduate students who have previously attended, please see the Refund Policies section of the enrollment agreement and catalog.

Argosy University provides all new applicants seeking a first-time enrollment in any fully online undergraduate program of study, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program is right for the student. Students who enroll may cancel their enrollment prior to beginning classes or within twenty-one (21) calendar days following the first day of the student's first term.

A first-time undergraduate student who notifies the school in person, in writing, or simply stops attending and does not attend classes past the twenty-first (21<sup>st</sup>) calendar day following the first day of the term will be considered a cancellation. The school will refund any monies paid on the student's behalf and will remove any charges from the student's account. All refunds will be made within thirty (30) calendar days of the cancellation.

The chart below illustrates the days in the Initial Period for a non-regular student:

Class Days	Initial Period Days	Number of Calendar Days in Initial Period
April 28 <sup>th</sup> = 1 <sup>st</sup> Scheduled Class		1
April 29 <sup>th</sup>	1 <sup>st</sup> Day of Initial Period	2
April 30 <sup>th</sup>	2	3
May 1 – May 7th	3, 4, 5, 6, 7, 8, 9	4, 5, 6, 7, 8, 9, 10
May 8 – 15th	10, 11, 12, 13, 14, 15, 16	11, 12, 13, 14, 15, 16, 17
May 16 <sup>th</sup> – 19th	17, 18, 19, 20	18, 19, 20, 21
May 20th	21st = Last Day of the Initial Period	22
May 21 <sup>st</sup>	Initial period over – student is eligible to be reviewed for full admission	23

During a first-time student's Initial Period of Enrollment in an undergraduate program, the student is considered a non-regular student for federal student aid purposes and is not eligible to receive federal, state or any other types of aid during this period.

Please note, a first-time undergraduate student who is receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid if the student cancels within the twenty-first (21<sup>st</sup>) calendar days following the first day of the first term (22<sup>nd</sup> day), or does not meet the admission requirements to the school.

Students who complete the Initial Period of Enrollment will be reviewed for full admission into the school as a regular student on the twenty-third (23<sup>rd</sup>) respective calendar day (the day after the first day of the term plus twenty-one (21) calendar days). Students are required to meet all school admission requirements and any additional programmatic admission requirements that apply to the student's program of study. Students completing the Initial Period of Enrollment who continue in the educational program will be subject to all student policies back to the first day of the student's first term, including withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

#### Cancellation Refund Policy Student Examples for Fully Online Programs:

##### Example 1:

1. The term begins on January 5th.
2. Student ceases to attend and his or her last date of attendance is January 24th (the 19th day).
3. Student would no longer be enrolled and would not be eligible for any Title IV, veteran's benefits, state aid and other aid program funding nor would the student be charged for any portion of his or her tuition or fees for the Initial Period or for the term.
4. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

##### Example 2:

1. The term begins on January 5th.
2. Student remains enrolled and attends class through January 28 (the 23<sup>rd</sup> day) then ceases enrollment and attendance.
3. Student would be charged for the full class amount and his or her refund, if any, would be calculated based on withdrawal on day twenty-four (24) of the term.
4. Student would be eligible for Title IV, veteran's benefits, state aid and other aid program, if all other conditions are met for admission, since he or she became a regular student after January 25th (the 21<sup>st</sup> day).
5. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

#### **Institutional Refund Policy**

The Institutional Refund Policy applies to students who drop all courses in a semester, whether through providing notification to the University or ceasing attendance without notification. Exceptions to this policy are students who are enrolled in programs offered at campuses located in California, Georgia and Virginia, Wisconsin residents enrolled at the Minnesota campus, as well as students who are residents of Georgia, Iowa, Maryland, New Mexico and Wisconsin who are enrolled in programs offered by Argosy University Online Programs. Students dropping all courses in a semester are considered withdrawn for refund purposes and are subject to the Return of Federal Title IV Aid policy.

Fees will be refunded according to the refund percentage shown in the tables below. If a student is enrolled in course(s) across the entire semester, the evaluation period for the refund percentage will be the entire fifteen (15)-week semester. If a student is only enrolled in course(s) in one session during the semester due to an approved reason for exception to the continuous enrollment policy, the evaluation period will be for that session of instructional time. For students registering in the second or third starts in a semester of a five (5)-week session program, the evaluation period is over their first three sessions of the student's enrollment (i.e., "personal semester"). Because the evaluation period is over the entire period in which a student registers, the one hundred (100) percent refund is only applicable in the first session of enrollment.

Tuition deposits are non-refundable for students who fail to matriculate in their designated program of study. Refunds are made within thirty (30) calendar days of the date of determination.

**Refund Policy after Class Start**

If a student has not attended sixty (60) percent of the academic term, the school shall not retain or be entitled to payment for a percentage of any tuition and fees or other educational costs for a session that was scheduled to be taken during the relevant academic term but was not attended because the student withdrew from school prior to the commencement of the session. For example, if a student is enrolled for multiple sessions within the term but withdraws completely from school prior to the start of a subsequent session within the academic term, the adjustment of charges based on the student's last date of attendance will be applied to the applicable period of attended session(s) using the session(s) charges and the start date of the first attended session through the end date of the last attended session within the academic term. Charges for the unattended session(s) after the student's last date of attendance within the academic term will be reversed for the Institutional Refund Policy, or State Refund Policy, where applicable. The reversal of applicable charges will be completed after the Return of Title IV Policy. For the Return of Title IV, the evaluation period and term charges include the entire period in which the student registered.

If a student has attended sixty (60) percent of the academic term, the evaluation period and academic term charges include the entire period in which the student registered. The Institutional Refund Policy, or State Refund Policy, where applicable, shall be applied based on the student's last date of attendance in the academic term using the academic term charges and the start date of the first session through the end date of the last session within the academic term. For the Return of Title IV, the evaluation period and academic term charges include the entire period in which the student registered.

**Campus-Based Programs:**

If Student Withdraws from the Institution:	Refund Percentage
On or before the applicable Attendance Confirmation date of the first session of enrollment or instructional time	100%
Between the day after the applicable Attendance Confirmation date and 25% of the semester or instructional time	75%
Between the end of the first 25% and 50% of the semester or instructional time	50%

Between the end of the first 50% and 60% of the semester or instructional time	25%
After the first 60% of the semester or instructional time	0%

Argosy University Online Programs:

If Student Withdraws from the Institution: 5-Week Course:	Refund Percentage
After attending during Week One	75%
After attending during Week Two	50%
After attending during Week Three	0%

### State Refund Policies

The following state policies apply the day after the applicable add/drop date for the term.

#### Arizona State Cancellation Policy

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than thirty (30) calendar days of receiving the notice of cancellation, the school shall provide the one hundred (100) percent refund.

#### California State Refund Policy

Campus-Based Programs:

California students are entitled to a full refund of all monies paid if the student withdraws from their program of study under any of the following circumstances:

- before starting classes;
- after attending only one day in their program of study; or
- within seven calendar days after enrolling in their program of study, whichever is later.

All refunds shall be returned to students within forty-five (45) calendar days of cancellation.

If a student withdraws after the cancellation period described above and on or before the applicable Attendance Confirmation date of the first session of enrollment in the semester or instructional time, the student is entitled to a full refund of all monies paid, less a two hundred (200) dollar tuition deposit for applicable programs.

If a student withdraws after the cancellation period described above and after the applicable Attendance Confirmation date of the first session of enrollment in the semester or instructional time, the institution shall prorate the tuition and fees for the enrollment period, less a two hundred (200) dollar tuition deposit for applicable programs, for a student who fails to matriculate in his or her designated program of study. The tuition and fee proration is based upon the number of days the student attends during the enrollment period of withdrawal as follows: A daily tuition and fee charge is calculated by dividing the institutional charges for the enrollment period by the number of days the

student is registered to attend in the enrollment period. This daily charge for the program is then multiplied by the number of days the student attended (start of the enrollment period to the last day of the student's attendance) during this withdrawal enrollment period. This tuition and fee proration will be calculated up to and including the sixty (60) percent point of the enrollment period. There shall be no refund available to the student if the student withdraws after completing more than sixty (60) percent of the enrollment period. After the tuition and fee proration is calculated, it will be compared with what has been paid for the enrollment period. If tuition and fees are still due, the student will be billed for the balance. If the student has a credit balance, payment is expected to be made to the student within forty-five (45) calendar days of the student's completion of, or withdrawal from, the program in which the student was enrolled.

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.

### **Florida State Cancellation Policy**

Campus-Based Programs:

Nonrefundable fees regarding admission and registration of Florida students shall not exceed one hundred- fifty (150) dollars. The refund policy stated herein does not apply to dormitory or meal fees. Refund policies for those fees, if charged, are mandated by the institution and disclosed in conjunction with the refund policy. Florida students who cancel any obligation within three working days of the original commitment will be provided a full refund.

### **Georgia State Refund Policy**

The Georgia State Refund Policy applies to students who officially drop all courses in a semester from Argosy University Online Programs or Argosy University, Atlanta whether through providing notification to the University or ceasing attendance without notification. Students dropping all courses in a semester are considered withdrawn for refund purposes and are subject to the Return of Federal Title IV Aid policy. Georgia students are entitled to a full refund of all monies paid if the student requests a refund within three (3) business days of signing an enrollment agreement.

Campus-Based Programs:

Fees will be refunded according to the refund percentage shown in the tables below. If a student is enrolled in course(s) across the entire semester, the evaluation period for the refund percentage will be the entire fifteen (15)-week semester. If a student is only enrolled in course(s) in one session during the semester due to an approved reason for exception to the continuous enrollment policy, the evaluation period will be for that session of instructional time. For students registering in the second or third starts in a semester of a five (5)-week session program, the evaluation period for tuition refunds will be for each session of instructional time.

If Student Withdraws from the Institution:	Refund Percentage
On or before the applicable Attendance Confirmation date of the first day of the session of instructional time	100%
Between the day after the applicable Attendance Confirmation date but before the end of the first 5% of the session of instructional time	95%
Between the end of the first 5% and 10% of the session of instructional time	90%
Between the end of the first 10% and 25% of the session of instructional time	75%
Between the end of the first 25% and 50% of the session of instructional time	50%
After the first 50% of the session of instructional time	0%

Argosy University Online Programs:

If Student Withdraws from the Institution:	Refund Percentage
On or before the first day of classes	100%
After the first day of class but before the end of the first 5% of the semester or instructional time	95%
Between the end of the first 5% and 10% of the semester or instructional time	90%
Between the end of the first 10% and 25% of the semester or instructional time	75%
Between the end of the first 25% and 50% of the semester or instructional time	50%
After the first 50% of the semester or instructional time	0%

Fees will be refunded according to the refund percentage shown in the table above. Refunds are made within thirty (30) calendar days of the date of determination.

## **Iowa State Refund Policy**

Argosy University Online Programs:

Students taking online courses from their home state of Iowa who withdraw from their course(s) will receive a prorated course refund based on their official last date of attendance (LDA).

Tuition refunds will be determined as follows:

5-Week Course	Refund %
Week 1 LDA	75%
Week 2 LDA	54%
Week 3 LDA	36%
Week 4 LDA	18%

For a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty, the student shall have the following withdrawal options:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

## **Maryland State Refund Policy**

Argosy University Online Programs:

The Maryland State Refund Policy applies to students who are residents of Maryland. 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:

If Student Withdraws from the Institution:	Refund Percentage:
Less than 10% of the course is completed	90%
10% up to but not including 20% of the course is completed	80%
20% up to but not including 30% of the course is completed	60%
30% up to but not including 40% of the course is completed	40%
40% up to but not including 60% of the course is completed	20%

More than 60% of the course is completed

0%

Refunds are made within sixty (60) calendar days from the date of withdrawal or termination.

### **New Mexico Refund Policy**

Argosy University Online Programs:

The New Mexico State Refund Policy applies to students who are residents of the state of New Mexico who withdraw from all courses from Argosy 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.

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 (5) percent 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:

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 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.

### **Virginia State Refund Policy**

Campus-Based Programs:

The Virginia state policy applies to students who attend the Argosy University, Washington DC campus located in Arlington, VA. Virginia students who cancel any obligation within three business days of the original commitment will be provided a full refund, less a one hundred (100) dollar administrative (registration) fee. A student applicant will be considered a student as of the first day of classes.

A Virginia student will be considered withdrawn from Argosy University if the student violates the school's published attendance policy. Termination may be effected earlier by written notice. In the event that a written notice is submitted, the effective date of termination will be the date the student last attended classes. All refunds will be submitted within forty-five (45) calendar days of the after receipt of a written request or the date the student last attended classes, whichever is sooner. Argosy University will refund tuition and fees based on when the student last attended as follows:

If Student Withdraws from the Institution:	Refund Percentage
On or before the applicable Attendance Confirmation date of the first session of enrollment or instructional time	100%
After the applicable Attendance Confirmation date and before the first 25% of the semester or instructional time	50%
Between 25% and 50% of the semester or instructional time	25%
After 50% of the semester or instructional time	0%

### **Wisconsin State Refund Policy**

Argosy University Minnesota campus:

The Wisconsin State Refund Policy applies to students who are residents of the state of Wisconsin who withdraw from all courses from Argosy 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 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 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 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.

Wisconsin 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
On or before the applicable Attendance Confirmation date of the first session of enrollment in the semester or instructional time		100%
After the applicable Attendance Confirmation date	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	no refund	no refund

Argosy University Online Programs:

The Wisconsin State Refund Policy applies to students who are residents of the state of Wisconsin who withdraw from all courses from Argosy 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 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 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 (3<sup>rd</sup>) 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-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.

#### Wisconsin 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

#### **Course Add/Drop Refund Policy**

Campus-Based Programs:

Students dropping a course must provide official notification to the Student Services Department by completing an Add/Drop Form. Students dropping all courses in a semester or ceasing attendance in accordance with the University's attendance policy are considered withdrawn for refund purposes and

are subject to the Institutional Refund Policy as published in this Academic Catalog. If a student drops a Session A course and intends to enroll in a Session B course, for example, then he or she must complete a Voluntary Intent to Continue form within ten (10) days of the date of determination of dropping the Session A course in order for a Return of Federal Title IV Aid review not to be required.

Note: For weekend courses, the official start date may precede the on-campus component. Tuition credits will be applied to the student's account according to the refund schedule below.

**15 Week Courses:**

If Student Officially Drops a Course	Refund Percentage
Within the first eight days of the session start date	100%
After the eighth day of the session start date	0%

**5 Week Courses:**

If a Student Officially Drops a Course	Refund Percentage
Within the first five days of the session start date	100%
After the fifth day of the session start date	0%

**Argosy University Online Programs:**

Students enrolled in Argosy Online Programs should refer to the Argosy University Institutional Refund Policy when dropping a course.

**Institutional Refund Course Drop and Withdrawal Refund Deadlines**

In order to receive a refund of one hundred (100) percent, students must officially drop a course or withdraw from the University through Student Services by the following dates.

<b>Fall 2015 Deadlines</b>	
<b>Course Type</b>	<b>Deadline for Course Drop</b>
Session I 7.5 Week Courses	September 3, 2015
Session II 7.5 Week Courses	October 26, 2015
Session III 15 Week Courses	September 9, 2015
Session A 5 Week Courses	August 31, 2015
Session B 5 Week Courses	October 5, 2015
Session C 5 Week Courses	November 9, 2015

Spring 2016 Deadlines	
Course Type	Deadline for Course Drop
Session I 7.5 Week Courses	January 14, 2016
Session II 7.5 Week Courses	March 7, 2016
Session III 15 Week Courses	January 14, 2016
Session A 5 Week Courses	January 11, 2016
Session B 5 Week Courses	February 16, 2016
Session C 5 Week Courses	March 21, 2016

Summer 2016 Deadlines	
Course Type	Deadline for Course Drop
Session I 7.5 Week Courses	May 12, 2016
Session II 7.5 Week Courses	July 5, 2016
Session III 15 Week Courses	May 12, 2016
Session A 5 Week Courses	May 9, 2016
Session B 5 Week Courses	June 13, 2016
Session C 5 Week Courses	July 18, 2016

### Grades

Students who officially withdraw from a course after the end of the add/drop period and before the completion of 67% of instructional time will receive a grade of "Withdrawn" ("W"). Students who officially withdraw from a course after the completion of more than 67% of instructional time will receive a grade of "Failure Due to Late Withdrawal" ("WF"). See below for deadlines as they apply to 15 week courses, 7.5 week courses, and 5 week courses. Refer to Section Seven, Academic Policies and Procedures under "Additional Grades" for detailed descriptions of grade of "W" and grade of "WF."

15 Week Courses:

A student who officially withdraws from a 15 week course	Grade Received
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Notifies the University by end of Week 10	W
Notifies the University after the end of Week 10	WF
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5 Week Courses:

A student who officially withdraws from a 5 week course	Grade Received
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Notifies the University by end of Week 3	W
Notifies the University after the end of Week 3	WF
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Students enrolled in campus-based programs who officially drop a course before the end of the add/drop period will have the course removed from their transcript. A record of the course attempted remains on the student's ledger and in the student's academic record.

**Financial Aid Refund Redistribution Policy**

All students receiving financial aid who withdraw completely from the program may have to return any refund amount to the appropriate Student Financial Aid Program in accordance with the refund distribution schedule which follows:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Perkins Loan
4. Federal PLUS
5. Other federal, state, private, or institutional aid programs, if required by the program
6. Students

Argosy University will return unearned aid if:

1. The student officially withdraws
2. The student is dismissed, or
3. The institution determines the student's withdrawal date, in the case of an unofficial withdrawal.

**Return of Federal Title IV Aid**

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student who is a Title IV recipient withdraws from school.

Campus-Based Programs and Argosy University Online Term-Based Enrollment:

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the sixty (60) percent point of the term or session if the student is only attending a session. If the student has completed more than sixty (60) percent of the term, the student earns one hundred (100) percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five (5) or more days, then it will reduce the term length and if the scheduled break is before the student's last day of attendance, it will reduce the calendar days completed. If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant. Funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

Argosy University Online Non-Term Based Enrollment Programs:

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the sixty (60) percent point of the payment period. If the student has completed more than sixty (60) percent of the payment period, the student earns one hundred (100) percent of the Federal student financial assistance.

When a student withdraws from the payment period, the amount of federal financial aid assistance the student earned is determined by a specific formula. Scheduled breaks of at least five consecutive days and days in which the student was on an approved leave of absence are excluded from this calculation. Generally, a payment period consists of eighteen (18) credits; the number of credits may vary by program. If the student received less assistance than the amount the student earned, the student may be able to receive those additional funds as a post-withdrawal disbursement. If the student received more assistance than the amount the student earned, the excess funds must be returned by the University and/or the student. The excess funds could result in an overpayment. The amount of assistance the student earned is determined on a rate-of-progression basis. When the student completes more than sixty (60) percent of the payment period, the student earns all the assistance scheduled for that payment period.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant. Funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

#### All Programs and Enrollment Programs:

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of the Federal PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school), and, with the student's authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered the student.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned Federal financial assistance funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

Students should also refer to "Withdrawal Policy" described in Section Seven, Academic Policies and Procedures.

#### **Financial Aid Stipend Return Policy**

Excess Title IV (federal) financial aid may be used to cover other education costs for students that approve and submit authorization for the school to use excess Title IV funds. All charges not covered by Title IV funding are the responsibility of the student.

All student Title IV (federal) financial aid credit balances, if one is created for the payment period in question, will be issued as a stipend to the student no later than fourteen (14) calendar days:

1. After the first day of class; or
2. The date the Title IV credit balance appears on the student account.

Students receiving federal financial aid who withdraw or drop courses will have any credit balance on their accounts returned to their lenders or to the appropriate financial aid program as required.

#### **Non-Federal Refund Policy (Minnesota)**

Campus-Based Programs:

Refunds for state aid programs and non-state aid programs are calculated on a proportional basis using the state mandated or institutional refund policy. Refunds for state aid programs and non state aid programs are calculated on a proportional basis using the state mandated or institutional refund policy. To calculate the minimum refund due to the Minnesota State Grant program, the SELF Loan Program, and other Aid Programs, with the exception of the State Work Study Program, the Minnesota Office of Higher Education Refund Calculation Worksheet, Appendix 13, of the Minnesota State Grant manual is used.

### [Section Eight, Student Life](#)

The following language is an addition to the textbook information found in Section Eight, 'Student Life' and referenced in Appendix III, 'Tuition and Fees Schedule' of the Argosy University Undergraduate Academic Catalog and is effective with Class Starts on and after 7/1/16:

#### **Provision for Books and Supplies**

As described below, by the seventh (7th) day of each course start date within the payment period, Argosy University (the University) will provide a method for students to obtain their books and supplies required for their courses.

- A voucher issued by the University for books (for courses that do not use Digital Textbooks), supplies, and software to be redeemed with the University's contracted third-party servicer and charged to the student account.
- For courses using a Digital Textbook and/or digital resources, a Digital Textbook provided by the University to be automatically redeemed with the University's contracted third-party vendor and charged to the student account.

Title IV funding, if the student is eligible, will be used to pay for these charges. Any books and supplies charged in excess of Title IV and other financial aid funding on the student account are the responsibility of the student.

If the student opts out of the University's Digital Textbook method, the student account will not be charged. For courses using a Digital Textbook, the charge will be reversed on the student account after the Add/Drop Period.

A detailed listing of charges is disclosed on the University's Enrollment Agreement and in the Catalog, or a supplemental disclosure.

If the student opts out of the University's method, s/he will receive any Title IV credit balance, if one is created for the payment period in question, no later than fourteen (14) calendar days after the first day of class or fourteen (14) calendar days of the date the Title IV credit balance appears on the student account. If a Title IV credit balance is not created and, therefore, the student is not due to receive one, s/he is responsible for purchasing the required books and supplies for her or his courses.

The student may request a modification at any time for a subsequent payment period, regarding her or his choice to use the University's method to obtain books and supplies, but not retroactively, by contacting the Student Financial Services Department.