

# TUITION REFUND POLICY

1. To be eligible for a tuition refund after the commencement of classes, the student must officially drop or withdraw from a course within the timeframes set out in the Tuition Refund Timetable below.
2. Students who are expelled, administratively withdrawn or suspended from the University during the course of an academic term are not eligible for a tuition refund and are responsible for all tuition, fees and other costs incurred.
3. Recipients of federal financial aid who officially drop a course or withdraw from the University are subject to Return of Title IV Funds Regulations. Dropping a course or withdrawing from the University (officially or unofficially, such as by non-attendance) may result in a portion or all of financial aid being returned back to the Department of Education. This may result in a debit balance to the student's account with the University which the student is responsible to pay.
4. The amount of refund, if any, is determined by the date the student successfully completes the drop or withdrawal in MyBenU; or the date the completed Add/Drop or Withdrawal Form is received by the University. See the Tuition Refund Timetable below for timeframes and refund percentages.
  - a. Students who do not officially drop a course in MyBenU or in writing will be financially responsible for the entire cost of the course.
  - b. Notifying the instructor of intent to drop a course and/or non-attendance in a course does not constitute an official withdrawal for purposes of eligibility for refunds by the University to the student.
  - c. Tuition credit for complete withdrawal will be made only after the proper drop or withdrawal notification has been submitted and processed.
  - d. If the drop results in a credit balance on the student's account, refunds will be issued within 30 days of the official drop or withdrawal processing date.

To officially drop or withdraw from a course after the commencement of classes, all students should use MyBenU to complete the drop or withdrawal before the appropriate deadline.

## Tuition Refund Timetable

Refund per Dropped Course	Traditional Programs Fall/Spring Terms	Traditional Programs Summer Term	Accelerated and Graduate Programs	Online Programs
<b>Full Refund</b>	Up to 7 calendar days after first class meeting	Up to 3 calendar days after first class meeting	Up to 7 calendar days after the first class meeting	Up through Thursday of the first week of the session
<b>75 percent Refund</b>	8-14 calendar days after the first class meeting	N/A	N/A	N/A
<b>50 percent Refund</b>	15-21 calendar days after the first class meeting	4-6 calendar days after the first class meeting	N/A	Friday through Sunday of the first week of the session

No Refund	22 calendar days or more after the first class meeting	7 calendar days or more after the first class meeting	8 calendar days or more after the first class meeting	After the first week of class
<b>No Refund</b>	After the first class meeting for courses with a condensed meeting schedule	After the first class meeting for courses with a condensed meeting schedule	After the first class meeting for courses with a condensed meeting schedule	N/A

## Financial Appeals

The Financial Appeals process is designed to address extenuating circumstances that occurred during a given semester that prevented a student from receiving a partial or full refund for a course(s). Students may write a letter of appeal describing the reason(s) and justification for seeking an exception to the refund policy. The burden of proof shall be upon the student to prove their case by a preponderance of evidence in the written appeal. Be specific with extenuating circumstances, dates, the name of persons contacted and any steps taken to address the problem at the time it occurred. Attach appropriate documentation from instructors, a medical provider, or other professionals as needed. Financial appeals over a year old will not be accepted by the Committee.

Submit the appeal to the Financial Appeals Committee by:

Mail:  
Benedictine University  
Attn: Financial Appeals Committee  
5700 College Road  
Lisle, IL 60532

Fax:  
Financial Appeals Committee  
(630) 839-7482

Email: [FinancialAppealsCommittee@ben.edu](mailto:FinancialAppealsCommittee@ben.edu)

For more information on the Business Office, please visit <https://ben.edu/business-office/>.