Center for Accelerated and Professional Studies
Office of Student Accounts
Course Withdrawal Refund Policy

Students who are unable to complete or attend a course for which they are registered must officially withdraw from the course or the College. The date on which the signed Drop/Withdrawal form is received by the Center for Accelerated and Professional Studies, or the date the course is dropped through Insite by the student, is the official date of withdrawal. Students who do not officially withdraw or withdraw after the Add/Drop period of each module or term (depending on the course and week number of instructional time as noted below) will be responsible for the course charges whether or not attendance actually occurred.

5-7 Week Courses
- During the 7 calendar days of the Add/Drop period of each module: 100% Refund
- During the second calendar week of the module: 50% Refund
- Starting with the third calendar week of the module: 0% Refund

15 Week Courses
- Through the end of the Add/Drop Period: 100% Refund
- After Add/Drop: 0% Refund