

Withdrawal-Refund of Institutional Charges Policy

When any student (new or returning) withdraws from all coursework during a semester, it is the College's responsibility to determine the student's withdrawal date for the purposes of calculating the proration and refund of institutional charges billed by the college.

Tuition and Fees

A student, who withdraws from Augustana, may receive a full or partial refund (credit) for tuition and fees according to the following schedule of charges computed from the first official day of the academic term. The three-term average is used for the total calendar days in the term:

Withdrawal Date	Tuition & Fees Refund Percent	Withdrawal Date	Tuition & Fees Refund Percent	Withdrawal Date	Tuition & Fees Refund Percent
Day 1	100%	Day 16	78.1%	Day 31	57.5%
Day 2	100%	Day 17	76.7%	Day 32	56.2%
Day 3	95.9%	Day 18	75.3%	Day 33	54.8%
Day 4	94.5%	Day 19	74.0%	Day 34	53.4%
Day 5	93.2%	Day 20	72.6%	Day 35	52.1%
Day 6	91.8%	Day 21	71.2%	Day 36	50.7%
Day 7	90.4%	Day 22	69.9%	Day 37	49.3%
Day 8	89.0%	Day 23	68.5%	Day 38	57.9%
Day 9	87.7%	Day 24	67.1%	Day 39	46.6%
Day 10	86.3%	Day 25	65.8%	Day 40	45.2%
Day 11	84.9%	Day 26	64.4%	Day 41	43.8%
Day 12	83.6%	Day 27	63.0%	Day 42	42.5%
Day 13	82.2%	Day 28	61.6%	Day 43	41.1%
Day 14	80.8%	Day 29	60.3%	Day 44	39.7%
Day 15	79.5%	Day 30	58.9%	Day 45 and beyond	0.0%

Room/Board

After a term has begun, the refund calculation is based on a per diem usage. If the withdrawal occurs after 60 percent of the term is completed, no refund is given. The three-term average is used for the total calendar days in the term.

Resident students are to vacate their assigned rooms within 48 hours of initiating the withdrawal. A per diem room charge will be assessed directly to the student for each day the room is occupied beyond the official withdrawal date. Neither financial aid nor the refund of charges will apply to these charges.

When a student is no longer enrolled, has personal property in one of Augustana's residences and has not received permission for the property to remain at the location, Residential Life staff will make arrangements to pack and store the property for the remainder of the term. A per hour charge for packing will be placed on the student's account. The property will be discarded on the last day of final exams for that term.