

FALL SEMESTER 2009 (SEE BELOW FOR SESSION A & B)

Full Term

Calendar Days of Term	Refund Percentage	Signatures Required to Cancel	Signatures Required to Add (unless course is closed, petition is granted or pre-requisite has not been met)
Through – Aug 25	100%	Student	Student
Aug 2 – Sept 1	75%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Please Note: a “W” will appear on your transcript	Not Allowed
Sept 2 – Sept 8	50%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Please Note: a “W” will appear on your transcript	Not Allowed
Sept 9 – Sept 15	25%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Please Note: a “W” will appear on your transcript	Not Allowed
TBA	0%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Please Note: a “W” will appear on your transcript	Not Allowed

Note: Dean’s signature is required for a total withdraw after the 1st full week of classes

Session A (1st 7 week session)

Calendar Days of Term	Refund Percentage	Signatures Required to Cancel	Signatures Required to Add (unless course is closed, petition is granted or pre-requisite has not been met)
Through – Aug 25	100%	Student	Student
Aug 26 – Sept 1	50%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Please Note: a “W” will appear on your transcript	Not Allowed
TBA	0%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Please Note: a “W” will appear on your transcript	Not Allowed

Note: Dean’s signature is required for a total withdraw after the 1st full week of classes

Session B (2nd 7 week session)

Calendar Days of Term	Refund Percentage	Signatures Required to Cancel	Signatures Required to Add (unless course is closed, petition is granted or pre-requisite has not been met)
Through – Oct 23	100%	Student	Student
Oct 24 – Oct 30	50%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Please Note: a “W” will appear on your transcript	Not Allowed
TBA	0%	Instructor (w/last date of attendance), Advisor, Financial Aid & Student Please Note: a “W” will appear on your transcript	Not Allowed

Note: Dean’s signature is required for a total withdraw after the 1st full week of classes

For registration questions please call the Registrar’s Office at 816.501.4057 for questions regarding the refund period please call Student Accounts at 816.501.4175