

Refund Policy

Refund for Dropping a Course...*

- A. One hundred percent (100%) if Drop occurs by the last day to register.
- B. No adjustment if drop occurs thereafter and the student is still currently enrolled in any other classes.

* **DROP** refers to the dropping of part but not all of the course works in a term.

IF YOU WITHDRAW....*

Any student who has registered and has paid but does not wish to attend must notify the Registrar's office in person or in writing (certified mail suggested) by the last day to register for the semester to receive a full refund of tuition charged. Failure to assure this notification may result in academic and financial penalty. Refund of residence hall charges will be processed according to JSU's tuition refund policy.

Students scheduled to receive financial aid who do not plan to attend a semester for which they have registered must notify the Financial Aid Office and the Registrar's Office in writing (certified mail suggested) by the last day to register for the semester to cancel their registration and financial aid. Students who fail to notify the Financial Aid Office will be enrolled and subject to academic and financial penalty.

***WITHDRAWAL** refers to ending enrollment in all classes at JSU in Fall and Spring terms.

Refund for Withdrawals for Fall and Spring Semesters:

- A. One hundred (100%) if withdrawal occurs by the last day to register.
- B. On or after the last day to register, tuition will be refunded as follows:
 - 1. Eighty percent (80%) if withdrawal occurs within one (1) week after the close of registration.
 - 2. Fifty percent (50%) if withdrawal occurs within three (2) weeks after the close of registration.
 - 3. NO adjustment if withdrawal occurs thereafter.

Process to receive refund

All refunds will be made in the same manner as the original payment (cash payments will be refunded by check to the student).

All remaining charges are due and payable upon withdrawal or dropping of a course.