Drop/Add, Withdrawal and Refund Information

- Dropped courses are not reflected on a transcript (dis-enrolling from a course within the first 10 class days)
- Withdrawn courses are reflected on a transcript (dis-enrolling from a course after the 10th class day) with a grade of "W"
- Complete Withdrawals means to no longer be enrolled in a given term at the University.
- To drop or add courses, students must fill out a change of registration form in the Registrar's Office or submit changes via ArgoExpress.
- If students are withdrawing from all courses at UGF, they must submit a Complete Withdrawal Form. Complete withdrawals cannot be completed via ArgoExpress. Refund percentages will be calculated according to the schedule listed below.
- Students who stop attending classes without submitting a formal drop, withdrawal, or complete withdrawal will receive grades of "F" (failure).
- Full refunds will be given for courses cancelled by the University.
- Financial aid funds are available to assist students with their University bill. However, it is the **student's responsibility** to ensure that all bills are paid in full.
- If students fail to process a change of registration form (drop/add, withdrawal, or complete withdrawal), the full amount of tuition for all classes must be paid. Refunds are calculated from the date the forms are received in the Registrar's Office or the activity date recorded in ArgoExpress.
- When the result of a schedule change is falling below 12 credits for campus students, the remaining courses are assessed a tuition rate per credit (and no longer assessed as a flat tuition rate).

DROPPING A COURSE - Refund Schedule

Undergraduate and Non-Weekend Graduate Courses

**** UGF RETAINS ALL FEES****

Within the first 10 class days (drop/add period)

- For students paying the flat rate, a change that keeps students within the flat rate results in no financial ramifications.
- For students paying per credit tuition (i.e. not the flat tuition rate) still receive 100% refund within the first 10 days.
- When the result of the schedule change is falling below 12 credits for campus students, tuition is reassessed per credit (and no longer assessed as flat tuition); however, 100% is refunded for the dropped courses.
- When courses are dropped within the first 10 days, so long as the student is still enrolled with the University, the student will receive 100% refund of tuition (flat rate or per credit). The University retains all fees.
- There is 0% refund for courses dropped after the 10th day.

Fall 2016 - Spring 2017 COMPLETE WITHDRAWAL Refund Schedule

Undergraduate and Non-Weekend Graduate Courses

**** UGF RETAINS ALL FEES****

Fall 2016 Complete Withdrawal Refund Schedule (FULL SEMESTER COURSES)	
CW - first 4 days of classes (9/1)	100%
CW - Days 5 -7 (9/2 – 9/7)	75%
CW - Days 8–10 (9/8 – 9/12)	50%
Complete Withdrawals September 13 - December 9	0%

Spring 2017 Complete Withdrawal Refund Schedule (FULL SEMESTER COURSES)	
CW - first 4 days of classes (1/20)	100%
CW - Days 5 -7 (1/21 – 1/25)	75%
CW - Days 8–10 (1/26 – 1/30)	50%
Complete Withdrawals January 31 – May 5	0%

TITLE IV AID WILL BE REFUNDED ACCORDING TO THE DEPARTMENT OF EDUCATION FEDERAL REFUND POLICY.

Weekend Graduate Courses

****REFUNDS ARE BASED ON TUITION PER COURSE—UGF RETAINS ALL FEES****

100% refund for students who withdraw within 5 business days after the first weekend session. (First Friday following class)
0% refund for students who withdraw after 5 business days following the first weekend session. Includes 'W' reflection on transcripts.

All other graduate classes (non-weekend courses) will follow the drop refund schedule listed above as "Undergraduate & Non-Weekend Graduate Courses."