REFUND POLICY

Notice of Withdrawal forms may be obtained from the Vice President for Special Projects and College Ombudsperson. These forms must be completed by the student and the Vice President for Special Projects and College Ombudsperson and returned to the Registrar of the College. The withdrawal date is established by the last date of class attendance. Refunds will not be processed until the Notice of Withdrawal form is received by the Bursar.

Students who fail to attend classes during the semester will be officially withdrawn by the Registrar after three weeks of consecutive absence from classes. No refund of fees in this instance is made, barring exceptional circumstances as determined by the College. A student who is dismissed for disciplinary reasons is not entitled to a refund.

Students who officially withdraw may be granted refund of tuition, room, and board according to the following refund schedule. Students who are dismissed due to disciplinary action will not be entitled to any refund.

Prior to check in, 100% of tuition, room, and board fees are refunded minus the nonrefundable deposit.

Refund Schedule (based on date of official withdrawal):

Within the first week of class 80%
Within the second week 60%
Within the third week 40%
Within the fourth week 20%
Fifth week and after No refund

Endicott College complies with the refund policies as outlined in the Higher Education Amendments of 1998. The refund calculation for the return of Title IV funds with a completion of less than or equal to sixty percent of the semester is as follows:

The lesser of:

Total Title IV Aid x % of Uncompleted Semester = Unearned Aid

OR

Total Institutional x % of Uncompleted Semester = Unearned Costs

The College will refund the credit of the lesser of Unearned Aid or Unearned Costs to the Title IV programs in the following order:

Federal Unsubsidized Loan Federal Subsidized Loan Perkins Loan Federal Plus Loan Federal Pell Grant Federal SEOG Other Title IV Programs

If more than 60% of the semester is completed, no Title IV funds will be returned.