

Tuition Refund Policy for Traditional Programs at the Lisle Campus

- Student may drop from a course up to 7 calendar days after the first class meeting for a full refund.
 - Student may drop from a course 8 - 14 calendar days after the first class meeting for a 75% refund.
 - Students dropping from a course 15 - 21 calendar days after the first class meeting will receive a 50% refund.
 - Student dropping from a course 22 calendar days or more after the first class meeting will receive no refund.
 - Courses that have a condensed meeting schedule will have no refund available after the first class meeting.
 - All drops must be done using MyBenU or by submitting a drop form to the Registrar's Office.
1. Notifying the instructor that you want to drop a course does not officially withdraw a student from a course.
 2. Non-attendance in a course will not constitute a drop.
 3. Students who do not officially drop a course will be financially responsible for the entire cost of the course.
- Traditional undergraduate students enrolled with full time tuition (12-18 hours) who make schedule changes during the add/drop period will receive a tuition adjustment only if their hours change to a different tuition category (part time tuition is assessed for schedules with less than 12 hours; overload fees are assessed for schedules with more than 18 attempted hours).
 - If a student withdraws after the add/drop period is over, the withdrawn course is included in attempted hours. If an additional course is added and the student is over 18 credit hours, the student is charged the overload fee. For example, a student is in 18 credit hours and withdraws from a 3 credit hour course and receives a W for that course. The student then enrolls in a 2 credit hour course. This brings the students attempted hours to 20, so the student would be charged an overload fee for 2 hours.
 - Traditional undergraduate students who withdraw from a course after the add/drop period will receive a W for that course
 - Recipients of Federal financial aid who officially withdraw from the university will be subject to Federal Title IV refund guidelines.
 - Students who are expelled or suspended from the University during the course of an academic term are responsible for all financial obligations.

SUMMER TERM

- Student may drop from a course up to 3 calendar days after the first class meeting for a full refund.
- Student may drop from a course 4 - 6 calendar days after the first class meeting for a 50% refund.
- Students dropping from a course 7 calendar days or more after the first class meeting will receive no refund
- Courses that have a condensed meeting schedule will have no refund available after the first class meeting.

Note: The University reserves the right to change its tuition rate and fees without further notice. In addition, University policies and procedures may change at any time.