

Drop/Add, Withdrawal and Refund Information

- To drop or add courses, students must fill out a change of registration form in the Registrar's office. If students are withdrawing from all courses at UGF, they must completely withdraw using a change of registration form. Refund percentages will be calculated according to the schedule listed below. For further information, consult the UGF Business Office or the Registrar's Office.
- Students who stop attending classes without withdrawing in the Registrar's office will receive grades of "F" (failure).
- The term "withdrawal" indicates a complete withdrawal from all courses. A student who has withdrawn is no longer considered enrolled at UGF for the withdrawn term and therefore cannot be verified as enrolled for any reporting purposes.
- 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 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.
- Any student withdrawing on or after the first day of classes will be responsible for payment of **ALL** fees (i.e. general fees, technology fees, lab fees, etc.).

Fall 2011 Refund Schedule

Undergraduate and Non-Weekend Graduate Courses

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

UGF DROP/WITHDRAWAL REFUND SCHEDULE (FULL SEMESTER COURSES)

Prior to the second week of classes (Sept. 5)	100%
From September 6 through September 12	75%
From September 13 through September 19	50%
From September 20 through December 15	0%

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

Spring 2012 Refund Schedule

Undergraduate and Non-Weekend Graduate Courses

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

UGF DROP/WITHDRAWAL REFUND SCHEDULE (FULL SEMESTER COURSES)

Prior to the second week of classes (Jan. 24)	100%
From January 25 through January 31	75%
From February 1 through February 7	50%
From February 8 through May 10	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."