

Drop/Add, Withdrawal and Refund Information

- To drop or add courses, students must submit course changes via ArgoExpress or submit an add/drop form to the Registrar's Office. If students are withdrawing from all courses at UGF, they must completely withdraw using a withdrawal form. Refund percentages will be calculated according to the schedule listed below.
- 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 A student who has withdrawn is no longer considered enrolled at UGF for the withdrawn term and therefore cannot be verified as enrolled for any reporting purposes.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.
- Refunds for dropped courses will not be available until after the second week of classes.
- 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.
- For further information, please consult the UGF Business Office or the Registrar's Office.

Summer 2011 Refund Schedule Undergraduate and Non-Weekend Courses

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

UGF DROP/WITHDRAWAL REFUND SCHEDULE (8 Week Session)

February 28 to May 23	100%
From May 24 to May 27	75%
From May 28 to June 2	50%
Beginning June 3	0%

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

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