

Withdraw and Refund Policies for Students Called to Active Duty

Certified copies of activation papers indicating action within the times listed below would need to be submitted by the service member or his/her family in order for the policies indicated above to be in force.

Disclaimer: This policy deals with tuition and course fee charges only. Room, Board and other incidental fees will be adjusted using a pro-rata formula for any unused portion based on the final date of attendance or residence. Textbooks and supplies normally cannot be returned outside of published University refund periods. No decisions have been made on room and board and other incidental fees. Students who are on high alert for call to military service should not register classes.

Full semester classes: [Full refund scheduled available online:](#)

1. From the beginning of the term until the deadline for getting a 25% refund – full refund and grades of W entered on academic record.
2. From the day after the deadline for getting at 25% refund until, but not including the last two weeks of classes – there will not be a refund, but the student will be able to retake the same courses (or appropriate substitutions should the course not be taught any more) as long as the student re-enrolls within the next two years. Grades of W will be entered on the academic record.
3. During the last two weeks of classes – see #2 above if the student desires to use this option. In addition, student may request an incomplete and be given reasonable time to complete it (i.e. up to two years may be added to the time allowed to finish incompletes). *The incomplete option may not be available in all programs.*
4. During finals week, the option of incompletes as indicated in #3 above may be permissible.

Eight- and Five-week classes: [Full refund scheduled available online:](#)

1. During the first week of the term, the student will not be charged for the course and they will be removed from any record of enrollment in the course. If and when they were able to come back Marian University, they would be able to apply for readmission and start again.
2. After week one of the term, but not including the last week of the term, the student will receive a W grade on the academic record. They will not be charged for the course. If and when they are able to return to Marian University, they would apply for readmission and start again.
3. During the final week of the term (when finals are being given), the student would have the option of taking a W or requesting an incomplete from the instructor. If allowed an incomplete, they would have a reasonable time to complete it, (i.e. up to two years may be added to the time allowed to finish incompletes). The student would have paid for the course by the published due dates which would all be prior to the final week of the term.