



Refund Policy – Georgia Student Degree Programs – Onsite

1. When required by the student's program of study, the application fee is \$25 and is non-refundable.
2. Tuition is refunded according to the following policy for all courses:
 - Notification of withdrawal prior to the first class session of a course - full tuition refund.
 - After attendance in the first class session of a course the following refund schedule applies:
 - 90% refund if 6-10% of the course is completed.
 - 75% refund if 11-25% of the course is completed.
 - 50% refund if 26-50% of the course is completed.
 - No refund if 51% or more of the course is completed.
3. In compliance with federal regulations for the student who has received financial aid, the refund will be returned to the appropriate aid sources.
4. Purpose of charges in addition to tuition:
 - *Book fees* are charged for each course. Book fees are not refundable once the student has attended one class session or if the books have been marred in any way prior to that time.
 - *Graduation fees* are charged to cover the cost of graduation materials such as the cap and gown, the diploma cover, and the graduation ceremony.
5. Students unable to complete a course or who receive an unsatisfactory grade for their specific program can repeat it with another group of students if arrangements are made with the Registration Change Counselor. Tuition and fees will be charged for repeating the course.
6. Refunds will be made within thirty (30) days of the date of withdrawal for non-Title IV related funds. Federal Title IV funds are subject to a 30-day recalculation period from the date of withdrawal and a 14-day refund period. Federal regulations preclude a 30-day refund from the date of withdrawal for those funds.