

## REFUND POLICIES

The acceptable reasons for withdrawal with full refund during the semester are:

1. Active military service: A student called to active military service during the first eight weeks of the term may receive a full tuition refund. If called after the eighth week, he or she may elect to complete the course by making special arrangements with both the instructor and department or may withdraw and receive a full tuition refund. If he or she withdraws, the course must be repeated at a later date.
2. Academic reasons: Students sometimes register before grades for the previous semester are available. If such, a student later finds that he or she is subject to academic suspension or has failed prerequisites, the student will be given a full refund upon withdrawal.
3. Part-time students: If part-time students drop a course during the official drop/add period (first six days of classes in any semester), they may contact the Business Office for a full refund for the course dropped.

A full-time student must officially withdraw from all courses or take a leave of absence in order to be eligible for a partial tuition refund. Students must complete a leave of absence or withdrawal, which can be initiated with Academic Department. A partial refund will be made during a semester if withdrawal/leave of absence is necessitated for one of the following reasons:

1. Illness, certified by the attending physician, causing excessive absence from classes;
2. Withdrawal for academic or disciplinary reasons at the request of RIT Kosovo (A.U.K) during a semester;
3. Transfer by employer, making class attendance impossible; or
4. Withdrawal for academic, disciplinary, or personal reasons at the request of the student, approved by the student's adviser and the Business Office.

Partial refund schedule for tuition Partial refunds will be made according to the following withdrawal schedule and percentage of tuition reduction:

1. During official drop/add period (first six days of classes)—100 percent tuition reduction
2. From the end of the official drop/add period through the end of the second week of classes—70 percent tuition reduction
3. During the third week of classes—60 percent tuition reduction
4. During the fourth week of classes—50 percent tuition reduction

5. During the fifth week of classes—25 percent tuition reduction

6. Sixth and subsequent weeks—no tuition reduction

NOTE: NON ATTENDANCE DOES NOT CONSTITUTE AN OFFICIAL WITHDRAWAL.

A student is not “officially withdrawn” until he or she receives a copy of the withdrawal form. The date on which a withdrawal form is properly completed will be the date of official withdrawal, used to determine the refundable amount.

If the student drops his or her course load from full-time (12 or more credits) to part-time (less than 12 credits) status during the official drop/add period, he or she may contact the Business Office for a refund based on the difference between the fulltime tuition charge and the total per-credit charge for the part-time load.

No refund will be made for classes dropped after the official drop/add period unless the student is officially withdrawing from the RIT Kosovo (A.U.K).

The student is also responsible for any unpaid balance at the time of withdrawal. For further information or comments regarding refund policies and specific withdrawal dates, contact the Academic Services.