

La Salle University Withdrawal and Refund Policy

I. Withdrawal Policy

Once registration has been finalized, a student is considered to be in continuous attendance until proper notice of withdrawal is received by the University.

To officially withdraw, a student must submit a withdrawal request to the Dean of their school. Ceasing attendance and/or notifying instructors does **not** constitute official withdrawal.

The percentage of any applicable tuition refund is determined based on the date the official notice of withdrawal is received.

II. Refund Calculation Guidelines

- For refund purposes, a **week** is defined as seven (7) consecutive days, beginning with the official start date of the semester—not the first day of class or attendance.
 - The refund percentage will be multiplied by the total number of credit hours subject to withdrawal.
 - After applying the refund percentage, the adjusted credit hours will be billed at the appropriate tuition and fee rate.
 - The **first day of the semester** is defined as the official start date of the term.
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III. Tuition Refund Schedules

A. Full Fifteen-Week Terms

- Up to and including the first week: **100% refund**
- Second week: **60% refund**
- Third week: **40% refund**
- Fourth week: **20% refund**
- After the fourth week: **No refund**

B. Ten to Twelve-Week Terms

- Up to and including the first week: **100% refund**
- Second week: **60% refund**
- Third week: **20% refund**
- After the third week: **No refund**

C. Five to Nine-Week Terms

- Up to and including the second day of the semester: **100% refund**
- First week: **60% refund**
- After the first week: **No refund**

D. One to Four-Week Terms (Including Intercessions)

- Up to and including the first day of the semester: **100% refund**
 - After the first day: **No refund**
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IV. Situations Where Refunds Will Not Be Issued

A tuition refund will **not** be granted if the student:

- Drops a course but maintains full-time enrollment status
 - Has an outstanding financial obligation to the University
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V. Federal Financial Aid Refund Policy

Refunds of federal financial aid are governed by applicable federal regulations. The University will determine and return funds to the federal government as required.

VI. Financial Aid Refunds (Excess Aid)

A. Refund of Credit Balances

Students whose financial aid exceeds tuition and other charges, and who have completed all required documentation, will receive a refund of the excess funds.

Refunds are evaluated weekly beginning after the drop/add period.

B. eRefund (Direct Deposit) Policy

La Salle University offers an electronic refund (eRefund) option through the TouchNet Student Account Center. This service allows students to receive refunds via direct deposit to a designated bank account.

Students with a credit balance resulting from non-financial aid payments are required to enroll in eRefund.

C. Benefits of eRefund

- **Timely:** Faster access to funds
 - **Secure:** Eliminates risks associated with mailed checks
 - **Convenient:** No need to deposit checks manually
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D. Enrollment in eRefund

To enroll in eRefund, students must:

1. Have a valid bank account and routing number
2. Log into the student account portal and select eRefunds
3. Enter and confirm banking information
4. Monitor their University email for refund notifications

Students may update their banking information at any time through the TouchNet Student Account Center.