

# Withdrawal Refund Policy for All Students

## Student Withdrawal

The University is required to contract for a substantial amount of goods and services in advance. Most of these expenses are fixed and are not subject to change on short notice. Under certain circumstances, refunds are available to students who officially withdraw from the University. A student desiring to withdraw from the University must obtain an official withdrawal form from the Office of the Registrar. The form must be submitted to the Office of the Registrar when it is completed.

This policy applies to all terms including fall and spring semesters, fall and spring A/B terms, summer terms, and Jan Term. If a student withdraws from all courses in a term, a portion of or all financial aid may be returned by the University to the original provider(s) of the funding. In such cases where the return of funds creates a balance due to Samford, the student will be required to reimburse the University for those returned funds and any associated fees. (See also [Elective Withdrawal](#) in the [Academic Policies and Regulations](#) section of this catalog.)

In case of complete withdrawal or suspension from Samford, the following will dictate the amount of tuition refunded to the student. Fees will not be refunded after the last day to drop a course without financial penalty. Housing and meal plan charges will be prorated by Residence Life.

## Withdrawal Refund Policy for Fall Semester

In case of a complete withdrawal or suspension from Samford, the following will dictate refunds:

Refund Schedule for Fall 2018			
Description	Start Date	End Date	Refund %
Fall Full Term	8/27/18	8/31/18	100%
	9/3/18	9/7/18	90%
	9/10/18	9/14/18	75%
	9/17/18	9/28/18	50%
	10/1/18	10/24/18	25%
Fall A Term	8/27/18	8/31/18	100%
	9/3/18	9/7/18	90%
	9/10/18	9/14/18	75%
	9/17/18	9/21/18	50%
	9/24/18	10/3/18	25%
Fall B Term	10/15/18	10/18/18	100%
	10/22/18	10/26/18	90%
	10/29/18	11/2/18	75%
	11/5/18	11/9/18	50%
	11/12/18	11/21/18	25%

## Withdrawal Refund Policy for Jan Term

In case of a complete withdrawal or suspension from Samford, the following will dictate refunds:

Refund Schedule for Jan Term 2019			
Description	Start Date	End Date	Refund %
Jan Term Full Term	1/2/19	1/4/19	100%
	1/7/19	1/7/19	90%
	1/8/19	1/8/19	75%
	1/9/19	1/9/19	50%
	1/10/19	1/10/19	25%

## Withdrawal Refund Policy for Spring Semester

In case of a complete withdrawal or suspension from Samford, the following will dictate refunds:

Refund Schedule for Spring 2019			
Description	Start Date	End Date	Refund %
Spring Full Term	1/22/19	1/28/19	100%
	1/29/19	2/4/19	90%
	2/5/19	2/11/19	75%
	2/12/19	2/25/19	50%
	2/26/19	2/28/19	25%
Spring A Term	1/22/19	1/28/19	100%
	1/29/19	2/4/19	90%
	2/5/19	2/11/19	75%
	2/12/19	2/18/19	50%
	2/19/19	2/28/19	25%
Spring B Term	2/18/19	3/22/19	100%
	3/25/19	3/29/19	90%
	4/1/19	4/5/19	75%
	4/8/19	4/12/19	50%
	4/15/19	4/24/19	25%

## Withdrawal Refund Policy for Summer Terms

In case of a complete withdrawal or suspension from Samford, the following will dictate refunds:

Refund Schedule for Summer 2019			
Description	Start Date	End Date	Refund %
Summer Full Term (includes both 14-week and 10-week Parts of Term)	6/3/19 (14-wk term)	6/7/19	100%
	6/3/19 (10-wk term)		
	6/10/19	6/14/19	90%
	6/17/19	6/21/19	75%
	6/24/19	6/28/19	50%
	7/1/19	7/12/19	25%
Summer I Term	6/3/19	6/6/19	100%
	6/7/19	6/10/19	90%
	6/11/19	6/12/19	75%
	6/13/19	6/14/19	50%
	6/17/19	6/18/19	25%
Summer II Term	7/8/19	7/11/19	100%
	7/12/19	7/15/19	90%
	7/16/19	7/17/19	75%
	7/18/19	7/19/19	50%
	7/22/19	7/23/19	25%

### Last Day to Drop/Add Policy

#### Fall/Spring (excluding only A and B terms)

- Five (5) class days (typically the Friday after classes begin on Monday)

#### Fall/Spring A and B terms

- Five (5) class days after classes begin

#### Jan Term

- Two (2) class days after classes begin

#### Summer Full-Term (includes all 10 week POTs and 14 week POT)

- Five (5) class days after classes begin

#### Summer I and II

- Four (4) class days after classes begin