



# DeVos Graduate Program Refund Policy

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## *Leave of Absence and Withdrawal Policy for the Graduate Program*

A leave of absence must be requested by a student when personal circumstances interfere with their ability to make satisfactory progress toward degree completion. A leave of absence is requested from and granted by the Dean. If a student is granted an immediate leave of absence during a semester, the student must withdraw from all current courses as well as program of study. Re-entry into the program will require modifications to the original program of study. A student who takes an unauthorized leave of absence will be considered to have voluntarily withdrawn from the program.

Students who wish to withdraw from their program with a grade of “W” must contact their Graduate Programs Manager to officially begin the process prior to:

- **8 Week Course: Friday of Week 6**
- **16 Week Course: Friday of Week 12**

## *Refund Policy for the Graduate Program*

Given a student makes class changes, prior to the start of the semester, prepayments will be refunded in full with the exception of application fee and commitment deposits. All charges stand after the start of the semester and will be refunded as follows, regardless of the number of class sessions:

- **90% week 1 of the course(s)**
- **75% week 2 of the course(s)**
- **50% week 3 of the course(s)**
- **0% week 4 of the course(s)**

All courses that span 16 weeks begin on day 1 of the semester.

All courses that span 10 weeks begin on day 1 of the semester.

All courses that span 8 weeks begin on Monday of the course start date, regardless of the class meeting date or day 1 of the semester, whichever comes first.

All courses that span 6 weeks begin on Monday of the course start date, regardless of the class meeting date.

All courses that span 4 weeks begin on Monday of the course start date, regardless of the class meeting date.

**NOTE:** Weeks listed above begin Monday and run through Sunday and include holidays, regardless of the first day of class.

Refund calculations will be based upon the date the student begins the official withdrawal process.