

REFUND SCHEDULE FOR WITHDRAWALS FROM THE UNIVERSITY (EFFECTIVE FALL 2009)

SIU Refund Policy

This chart is based on refunding for full semester length course.

Percentage of Refund

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Week	Tuition	Fees
Week One	100%	100%
Week Two	100%	100%
Week Three	50%	100%
Week Four	50%	0%
Week Five and after	0%	0%

No tuition refund will be given after week four; no refund of fees will be given after week three. Student fees are charged as a condition of enrollment.

Special consideration is extended to individuals who leave school for extended military service (six months or longer). These students may choose to withdraw completely and have the withdrawal backdated to show no enrollment. If withdrawing during the third through tenth weeks of school, these students may receive WMS grades in all classes, with the appropriate refund. When the withdrawal occurs after the tenth week, students will receive both grades and credit hours for the courses in which they are passing. In all instances, a copy of the military orders or a letter from the commanding officer is required for verification of impending military service. To be eligible for these benefits, students must remain in school to within ten days of their military reporting date.

Students in military service with the State of Illinois pursuant to the orders of the Governor have the right to receive a full monetary credit or refund for funds paid to any Illinois public university, college or community college if the person is placed into a period of military service with the State of Illinois in the event of state emergencies pursuant to the orders of the Governor and is unable to attend the university or college for a period of seven or more days. Students may elect to receive course credit for all of their courses rather than a refund.

All students seeking a withdrawal must contact the Graduate School in person or by Email. The effective date of the withdrawal, if granted, will be the student's last date of class attendance, provided the student completes the requirements for the withdrawal. Incomplete applications for withdrawal will be denied. Any student who fails to comply with the withdrawal procedures will receive grades for the semester and must satisfy the financial obligations for the semester.

Students who have a graduate assistantship and resign from their contract will not be automatically withdrawn from their courses. Students must complete the withdrawal process.