Student Accounts

Refund Policy

General Refund Policy

Students who officially withdraw or take an official leave of absence from the University are required to submit paperwork to the Dean of Student's Office. A student who officially withdraws during the first one-tenth of the semester will be charged 10 percent of his/her tuition, room, board and mandatory fees; after the first tenth, but before the end of the first quarter, he or she will be charged 50 percent, after the first quarter, but before the end of the second quarter, he or she will be charged 75 percent. There is no reduction in charges after the second quarter of the semester. If a student withdraws from school, but continues to avail himself/herself of services, he/she will be charged for those services.

If a student is suspended, dismissed, or expelled from the University, there will be no reduction in charges.

Medical Refund Policy

If a student's doctor recommends that he/she leave the University for medical reasons within the first half of the semester, and later a decision is made that the student must officially withdraw, charges are calculated in accordance with the schedule above based on the date of the doctor's initial recommendation that the student leave the University. The doctor's letter must be an original on letterhead.

Where will my refund be sent?

You now have the power to indicate where you want your refund check to be sent. You can add, update, and remove your refund address through CU Web. (Instructions below).

If you do not add a refund address, your refund will be sent to your campus mailbox, or department. If you do not have a campus mailbox or specific department address, your refund will be mailed to your home address.

If you have any questions, please contact the Student Accounts Office at 508-421-3801.

Best regards,

The Student Accounts Office

Instructions:

- Log into CU Web
- Click Personal Information Tab from the main page
- Select Update Address(es) and Phone(s)
- Select Refund Address from drop down menu at bottom of page
- Submit
- Enter refund address. Note: “Valid from this date” is a required field
- Submit