

# GENERAL WORCESTER STATE REFUND POLICY

## Applicability

This refund policy applies to all full- and part-time students enrolled in regularly scheduled courses at Worcester State. This policy applies to all tuition, room, board, fees, and other standard billed charges.

## Withdrawal Requirements

All matriculated students, undergraduate and graduate, who wish to withdraw from Worcester State must do so in writing to the Registrar's Office on the prescribed form. The official date of withdrawal is that on which the completed form is received and stamped by the Registrar.

All withdrawals from courses — rather than withdrawal from Worcester State entirely — must be done in writing to the Registrar's Office, following the procedures established for that purpose.

## Refund Policy

Refunds for withdrawal from Worcester State or withdrawal from courses will be made based on the following schedule if official notice of withdrawal has been received in writing and certified by the Registrar:

1. Prior to the first day of classes, or within the official add/drop period
  - Full refund of all tuition and fees paid
2. After the official add/drop period
  - No refund of any tuition or fees paid (unless registration is cancelled by Worcester State)
3. Room Charge (if applicable)
  - A. Agreement Releases

A Student may request, in writing, a release from this Agreement under the following conditions, but will forfeit the deposit if granted:

1. Graduation; 2. Withdrawal from University; 3. Transferring to another school; and 4. University approved study abroad.

### B. Buy-Out of Agreement

A Student seeking a release from this Agreement for any other reason will be charged the corresponding Buy-Out. A Buy-Out of 60% of room charges for the Fall semester is available through the 8<sup>th</sup> week of the Fall semester. After the 8<sup>th</sup> week of the Fall semester, Students are responsible for 100% of the Fall semester room charges and 60% of the Spring semester room charges. A Buy-Out of 60% of room charges for the Spring semester is available until the 8<sup>th</sup> week of the Spring semester. After the 8<sup>th</sup> week of the Spring semester, students are responsible for 100% of the Spring semester room charges. Students who participate in the Buy-Out are not eligible for a refund of their deposit.

### C. Returning Students Cancellation Policy

Current Students who complete a License Agreement, thereby reserving a space for the 2023-2024 academic year, may request, in writing, to cancel this Agreement according to the terms listed below.

Cancellation before Residence Hall Opening for the Fall semester will result in forfeiture of the housing deposit and being assessed a \$500.00 cancellation charge. All cancellation dates will be established by date received in the Office of Residence Life and Housing.

Current resident students withdrawing for the Spring 2024 semester must have their belongings moved out of their residence hall room within 72 hours of withdrawing from housing and/ or University.

### D. Incoming Student Cancellation Policy

Upon receiving a signed Agreement and deposit, this Agreement will be accepted by the Office of Residence Life and Housing for assignment. A Student may request, in writing, to cancel this Agreement within 7 days of the signed Agreement with no penalty except the forfeiture of deposit. Students who cancel this Agreement after the 7th day but before the Fall or Spring semester opening will be assessed a \$300.00 cancellation charge and will forfeit their deposit. Additionally, this Agreement cannot be canceled within 5 days of a semester opening as listed in the Academic Calendar. All cancellation dates will be established by date received in the Office of Residence Life and Housing.

### E. License Agreement Buy-Out Appeal

For a Student wishing to appeal a Residence Hall Buy-Out based on a Medical or Financial Hardship, a request in writing must be submitted no later than 48 hours after the approval of the Residence Hall Buy-Out. The criteria and documentation required within the letter of appeal can be requested by email to [reslife@worchester.edu](mailto:reslife@worchester.edu). Appeals are heard on a case by case basis.