

ELIZABETH CITY STATE UNIVERSITY
Refund Policy

If a student officially withdraws from the University on or before the first week of the semester, the amount paid may be refunded. After the first week of registration, the charges for tuition and fees will be assessed based on twenty (20) percent per week for the next five weeks of the semester. After the first six weeks of the semester, no refunds will be issued. The weekly charge begins with the first day of scheduled classes regardless of the actual day of enrollment.

Financial Aid will be adjusted in accordance with federal and state regulations.

If a student departs from the University without following the official withdrawal procedures, he or she may be subject to 100 percent of the semester charges.

Room and Board:

Students should refer to Policy 500.4.2 for refunds in regards to Room and Board.

Refunds Due to Dropping and Adding of Courses

A student who drops courses so that he or she is no longer a full-time student will have his or her charges reduced accordingly and will receive any refund due, provided the courses are dropped prior to the end of the official drop/add period. No adjustments or refunds will be made for courses dropped after the end of the official drop/add period.

Payment Policy

The University will not release any refund of tuition, fees, room and board until at least four weeks have elapsed from the date of official withdrawal. Upon request, all refunds will be made by check payable to the agency or person responsible for the student's bill.