



# Marietta College

TO: Students registered for the Summer 2017 Session  
FROM: Tina Perdue, Registrar  
DATE: March 14, 2017  
RE: Summer course withdrawal and refund policy

Thank you for registering for the 2017 Summer Session! Listed on the back of this letter is a withdrawal and refund schedule for summer courses, by session. The beginning and ending dates of your course(s) will correspond with one of the sessions' dates. If your course is one of the few exceptions to the session dates or an individualized study, please contact me directly for withdrawal and refund information, if you plan to drop the class after it begins.

**Dropping Classes:** You must officially drop or withdraw from a course by filling out a form at the Records Office or, if you are not on campus, by emailing the Records Office at [records@marietta.edu](mailto:records@marietta.edu). If you drop the course after it begins, please email the instructor also. **Do not assume that you are automatically dropped from the course if you never start it or do not pay for it!** You will not be deregistered based on non-payment or lack of participation. Also, be aware that the instructor cannot withdraw you from a course, even if you notify him/her that you are dropping the course.

Because summer courses are so condensed, it is **vital** that you pay attention to the withdrawal and refund deadlines. For some courses, one day equates to one week during the regular semester. Therefore, you may have only one or two days to drop the course without a "W" grade or to get a large percentage of your tuition refund. **Please note that full refunds are given only if the course is dropped before the second day of the course.** Once the course begins, refunds will be prorated according to the schedule on the back of this letter.

**Summer Tuition:**

\$465 per credit hour (UNDERGRADUATE)  
\$465 per credit hour (GRADUATE EDUCATION COURSES)  
\$250 per credit hour (AUDIT)

**Payment Terms:**

The full tuition amount is due by the date noted on the summer billing statement. You may mail a check or use our convenient online bill payment service on WebAdvisor.

If you have any questions, please feel free to contact me at 740-376-4740 or via email at [perduet@marietta.edu](mailto:perduet@marietta.edu).

See Reverse For  
WITHDRAWAL AND TUITION REFUND SCHEDULE

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## SUMMER TERM 2017 WITHDRAWAL AND TUITION REFUND SCHEDULE

SESSION	COURSE DATES	DATES TO DROP WITH "W"	REFUND SCHEDULE	
Session I	May 22 – June 30 (6 weeks)	May 27 – June 16	May 22	100%
			May 23	90%
			May 24	80%
			May 25	70%
			May 26	60%
			May 27-29	50%
			After May 29	No refund
Session II	July 3 – Aug 11 (6 weeks)	July 8 – July 28	July 3	100%
			July 4	90%
			July 5	80%
			July 6	70%
			July 7	60%
			July 8-10	50%
			After July 10	No refund
Session III	June 5 – July 28 (8 weeks)	June 14 – July 7	June 5	100%
			June 6-7	90%
			June 8-9	80%
			June 10-12	70%
			June 13-14	60%
			June 15-16	50%
			After June 16	No refund
Session IV	May 22 – Aug 11 (12 weeks)	June 5 – July 14	May 22	100%
			May 23-25	90%
			May 26-29	80%
			May 30-June 1	70%
			June 2-5	60%
			June 6-9	50%
			After June 9	No refund

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