



# Marietta College

TO: Students registered for the Summer 2016 Session  
FROM: Tina Perdue, Registrar  
DATE: March 14, 2016  
RE: Summer course withdrawal and refund policy

Thank you for registering for the 2016 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. 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:**

\$400 per credit hour (UNDERGRADUATE)  
\$400 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. A 1.5% monthly finance charge will be assessed on any unpaid balance.

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 2016 WITHDRAWAL AND TUITION REFUND SCHEDULE

SESSION	COURSE DATES	DATES TO DROP WITH "W"	REFUND SCHEDULE	
Session I	May 16 – June 24 (6 weeks)	May 21 – June 10	May 16	100%
			May 17	90%
			May 18	80%
			May 19	70%
			May 20	60%
			May 21-23	50%
			After May 23	No refund
Session II	June 27 – Aug 5 (6 weeks)	July 2 – July 22	June 27	100%
			June 28	90%
			June 29	80%
			June 30	70%
			July 1	60%
			July 2-4	50%
			After July 4	No refund
Session III	May 30 – July 22 (8 weeks)	June 8 – July 1	May 30	100%
			May 31-June 1	90%
			June 2-3	80%
			June 4-6	70%
			June 7-8	60%
			June 9-10	50%
			After June 10	No refund
Session IV	May 16 – Aug 5 (12 weeks)	May 30 – July 8	May 16	100%
			May 17-19	90%
			May 20-23	80%
			May 24-26	70%
			May 27-30	60%
			May 31-June 3	50%
			After June 3	No refund

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