

2017-2018 Course Withdrawal Schedule Policy
JHU Carey Business School

	January intersession	Courses that meet 8 class sessions	Courses that meet 10-14 class sessions	Courses that meet 15 or more class sessions
No notation on transcript if student drops course	prior to the 2nd class session	prior to the 2nd class session	prior to the 3rd class session	prior to the 4th class session
Withdrawn ("W") noted on transcript if student withdraws from course	from the 2nd to the 3rd class session	from the 2nd to the 3rd class session	from the 3rd to the 6th class session	from the 4th to the 8th class session
Student may not withdraw from a course	once the 4th session begins	once the 4th session begins	once the 7th session begins	once the 9th session begins

2017-2018 Refund Schedule

JHU Carey Business School

<u>2017-2018 Refund Schedule</u>					
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Refund	January Intersession	Courses that meet 8 sessions	Online courses – 8 week session	Courses that meet 10- 14 class sessions	Courses that meet 15 or more class sessions
100%	From the day of registration to the beginning of the first class session, 1st day of orientation for full time programs or the end of the 1st day of the session for online courses.				
80%	from the 1st class session and prior to the beginning of the 2nd class	from the 1st class session and prior to the 2nd class session	from the 2nd day of the session and prior to the 8th day of the session	from the 1st class session and prior to the 2nd class session	from the 1st class session and prior to the 3rd class session
70%	from the 2nd class session and prior to the 3rd class session	from the 2nd class session and prior to the 3rd class session	from the 8th day of the session and prior to the 15th day of the session	from the 2nd class session and prior to the 3rd class session	from the 3rd class session and prior to the 4th class session
50%	from the 3rd class session and prior to the 5th class session	from the 3rd class session and prior to the 4th class session	from the 15th day of the session and prior to the 22nd day of the session	from the 3rd class session and prior to the 5th class session	from the 3rd class session and prior to the 7th class session
0%	once the 4th class begins there is no refund	once the 4th class begins there is no refund	once the 22nd day of the session begins, there is no refund	once the 4th class begins there is no refund	once the 7th class begins there is no refund
<p>Exceptions to the Refund Policy: Students who experience events beyond their control may request an exception to the course refund policy by submitting a General Petition Form to the Registrar’s Office. Petitions must be submitted in the same semester in which the course was taken, and must be accompanied by documentation of the circumstances leading to the request. Students who experience severe medical problems, a death in their immediate family, or who are called into active military duty may receive a 100% refund. Other requests will be reviewed on a case by case basis, and refund amounts (if awarded) will be decided by the Registrar. Petitions are reviewed monthly, and notification of the final decision is sent to the student by email.</p> <p>The General Petition Form can be downloaded at carey.jhu.edu/uploads/documents/PETFORM2017new.pdf and mailed with supporting documentation to the Office of the Registrar, Johns Hopkins Carey Business School, 100 International Drive, Baltimore, MD 21202, or faxed to 410-800- 4096 or emailed to carey.registration@jhu.edu.</p> <p>Full-Time Students</p> <p>A full-time student who is academically suspended or receives an honor code violation, and required to leave Carey for a semester or permanently, will not receive a refund for tuition charged at the time of the suspension, during a semester. A prorated portion of the tuition will be applied to future semesters based on the refund schedule for</p>					

academically suspended students. If a student fails to return or is dismissed permanently, no refund will be given. In instances where a student is receiving federal financial aid, the aid will be recalculated and refunded to the federal government. The student is still responsible for the entirety of the tuition. In order to receive the degree for the full time students program of study, the student must pay the entire published cost of the tuition regardless of the number of terms needed to complete the degree.

**Online classes are also offered in 8 week sessions, and the refund schedule is based on the first day of the term starting at 12:00 a.m. All other refunds correspond to the prorated refund, by week.*