

2016–2017 Refund Schedule

JHU Carey Business School

Refund	January Intersession	Courses that meet 8 class sessions	Courses that meet 10 class sessions	Courses that meet 15 weeks or longer & Full-Time Programs
100%	From the day of registration prior to the beginning of the first class session or 1st day of orientation for full time programs.			
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 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 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 3rd class session and prior to the 5th class session	from the 4th 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 5th class begins there is no refund	once the 7th class begins there is no refund

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.

The General Petition Form can be downloaded at jh.box.com/PetitionForm2013 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 scanned and emailed to carey.registration@jhu.edu.