STUDENT TUITION REFUND POLICY

Policy Statement

It is the policy of the university to refund student tuition if notified of the class change, or dropped classes, within an appropriate period of time. Courses dropped prior to the first day of the semester will have 100% of the tuition charges cancelled. Courses dropped on or after the first day of the semester are subject to the attached refund schedules which govern the prorated cancellation of semester tuition charges in cases of program adjustment or withdrawal.

Reason for Policy/Purpose

The purpose of this policy is to establish general guidelines for a tuition refund.

Who Needs to Know This Policy

All Academic Departments and students

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STUDENT TUITION REFUND POLICY

Policy/Procedures

Tuition Refunds from Program Adjustments

Program adjustments and withdrawals may affect a student's account. Courses dropped prior to the first day of the semester will have 100% of the tuition charges cancelled.

Beginning with the 1st week of classes and lasting through the 4th week of classes, students who wish to add a course and drop a course as an even exchange may do so without financial loss if these transactions are for at least an equal number of credit hours.

Courses dropped on or after the first day of the semester that result in a lower tuition charge are subject to the following refund schedules which govern the prorated cancellation of semester tuition charges in cases of program adjustment or withdrawal. The percentages outlined apply to the difference in the tuition charge.

Certain programs or classes such as EMSE / NGA program (see appendix A) or those with non-traditional semesters may have special refund schedules and students are encouraged to consult with their program office to determine if a special schedule applies. Please be advised that individual program adjustments may incur tuition charges and fees if they are not even exchanges.

For classes taken on the main campus during:
1) The Fall and the Spring semesters:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before the end of the 1st week of classes</td>
<td>90%</td>
</tr>
<tr>
<td>On or before the end of the 2nd week of classes</td>
<td>60%</td>
</tr>
<tr>
<td>On or before the end of the 3rd week of classes</td>
<td>40%</td>
</tr>
<tr>
<td>On or before the end of the 4th week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>After the end of the 4th week of classes</td>
<td>NONE</td>
</tr>
</tbody>
</table>

2) The Summer sessions:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within the first seven calendar days after the start of the session</td>
<td>85%</td>
</tr>
<tr>
<td>After the first seven calendar days after the start of the session</td>
<td>NONE</td>
</tr>
</tbody>
</table>

For classes taken off-campus during the Fall and the Spring semesters and Summer sessions:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>From the day of the 1st class meeting until the day before the 3rd class meeting</td>
<td>90%</td>
</tr>
<tr>
<td>From the day of the 3rd class meeting until the day before the 5th class meeting</td>
<td>50%</td>
</tr>
<tr>
<td>On and after the day of the 5th class meeting</td>
<td>NONE</td>
</tr>
</tbody>
</table>
STUDENT TUITION REFUND POLICY

For classes taken on-line during the Fall and the Spring semester and Summer sessions (except for Oregon residents see appendix B):

This refund schedule applies to students enrolled in on line courses only.

| From the first day of the academic semester or session until the end of the second week of the academic semester or session | 90% |
| From the first day of the third week of the academic semester or session until the end of the fourth week of the academic semester or session | 50% |
| On and after the first day of the 5th week of the academic semester | NONE |

Refunds for students who are recipients of Title IV financial aid are processed in accordance with federal guidelines. Refunds as a result of a payment via ACH or check other than federal aid or private loans cannot be refunded until 25 days after receipt by the university to allow the payment process to clear. Payments by federal aid, private loans from the lender, cash, credit card, wire transfer and certified funds can be refunded after one business day.

Credit balances due to a payment received via a wire transfer or credit card must be refunded to the originating bank account or applicable credit card.

Online Request Form

GWeb Info System Login – The system contains a module that allows the student to request a refund for any credit balance on his or her account.

Website Address

GW University Policies

Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions</td>
<td>Student Accounts</td>
<td><a href="mailto:sao@gwu.edu">sao@gwu.edu</a></td>
<td>(202) 994-7350</td>
</tr>
</tbody>
</table>

Related Information

http://www.gwu.edu/~bulletin/
Appendices

APPENDIX A – Tuition Refund for EMSE / NGA program in Missouri
APPENDIX B – Tuition Refund for Oregon Residents Taking Online Classes Only

Who Approved This Policy

Louis H. Katz, Executive Vice President & Treasurer
Forrest Maltzman, Interim Provost and Executive Vice President for Academic Affairs
Beth Nolan, Vice President and General Counsel

History/Revision Dates

Origination Date: Not Available
Last Amended Date: April 4, 2016
Next Review Date: January 31, 2017
APPENDIX A – Tuition Refund for EMSE / NGA program in Missouri:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>From the day of the 1st class meeting until the day before the 3rd class</td>
<td>90%</td>
</tr>
<tr>
<td>meeting</td>
<td></td>
</tr>
<tr>
<td>From the day of the 3rd class meeting until the day before the 6th class</td>
<td>50%</td>
</tr>
<tr>
<td>meeting</td>
<td></td>
</tr>
<tr>
<td>On and after the day of the 6th class meeting</td>
<td>NONE</td>
</tr>
</tbody>
</table>

APPENDIX B – Tuition Refund for Oregon Residents Taking Online Classes Only

Oregon residents enrolled in on-line education programs’ classes only are allowed a modified tuition refund schedule pursuant to Oregon State Mandate OAR 583-030-0035(18)(c). An Oregon on-line student who withdraws from an on-line class is eligible for a partial refund through the middle week of the term. Refunds are based on unused instructional time and are prorated on a weekly basis. Students must be current residents of Oregon at the time of course registration and withdrawal to be eligible for this modified refund policy.

Fall and Spring semesters (15 week)

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>On or before the end of the second week of classes</td>
<td>87%</td>
</tr>
<tr>
<td>On or before the end of the third week of classes</td>
<td>80%</td>
</tr>
<tr>
<td>On or before the end of the fourth week of classes</td>
<td>74%</td>
</tr>
<tr>
<td>On or before the end of the fifth week of classes</td>
<td>67%</td>
</tr>
<tr>
<td>On or before the end of the sixth week of classes</td>
<td>60%</td>
</tr>
<tr>
<td>On or before the end of the seventh week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>On or before the end of the eighth week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>After the eighth week of classes</td>
<td>None</td>
</tr>
</tbody>
</table>
For the Summer session (10 week)

<table>
<thead>
<tr>
<th>Time</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>On or before the end of the second week of classes</td>
<td>80%</td>
</tr>
<tr>
<td>On or before the end of the third week of classes</td>
<td>70%</td>
</tr>
<tr>
<td>On or before the end of the fourth week of classes</td>
<td>60%</td>
</tr>
<tr>
<td>On or before the end of the fifth week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>After the fifth week of classes</td>
<td>None</td>
</tr>
</tbody>
</table>