

**UNIVERSITY OF DUBUQUE  
INSTITUTIONAL REFUND POLICY:**

The institutional refund policy is only for students who withdraw from **all** classes and leave the university. The policy does not apply to a student who withdraws from some classes but continues to be enrolled in other classes. If a student withdraws from a class after the add-drop date, a "W" will be received through the last day to withdraw from the class and no refund will be given.

Students who withdraw on or before the 60% point of the enrollment period and are receiving federal, state, and/or institutional financial aid, are subject to a pro rata refund determined by the number of calendar days completed as of the day the student withdrew.

**THE WITHDRAWAL DATE:**

- is the date the student began the official withdrawal process;
- the date that the student otherwise provided official notification to the University of Dubuque of the intent to withdraw; or
- if the student did not begin the withdrawal process or otherwise notify the University of Dubuque of the intent to withdraw, the midpoint of the payment period for which assistance was disbursed or a later date documented by the University of Dubuque.

**Special Rule:** If the University of Dubuque determines that a student did not begin the withdrawal process or otherwise notify the institution of the intent to withdraw, due to illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the University of Dubuque may determine the appropriate withdrawal date.

Return of unearned federal financial aid program funds will be made in the following order:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- Perkins Loans
- Federal Grad Plus Loans
- Other Title IV assistance

Return of unearned institutional financial aid program funds will be made in the following order:

- Any institutional grant or scholarship (limited by the total charges after refund calculation)
- Institutional Loans