

**Institutional Tuition Refund Schedule
Fall 2009**

| <u>Official Drop Date</u> | | <u>% of Refund</u> |
|---------------------------|---------------|--------------------|
| 26-Aug | Week 1 | 100% |
| 27-Aug | | 100% |
| 28-Aug | | 100% |
| 31-Aug | | 100% |
| 1-Sep | | 100% |
| 2-Sep | Week 2 | 100% |
| 3-Sep | | 100% |
| 4-Sep | | 100% |
| 8-Sep | | 100% |
| 9-Sep | | 100% |
| 10-Sep | Week 3 | 60% |
| 11-Sep | | 60% |
| 14-Sep | | 60% |
| 15-Sep | | 60% |
| 16-Sep | | 60% |
| 17-Sep | Week 4 | 40% |
| 18-Sep | | 40% |
| 21-Sep | | 40% |
| 22-Sep | | 40% |
| 23-Sep | | 40% |
| 24-Sep | Week 5 | 0% |
| 19-Dec | | 0% |

Butler University Return of Funds Procedures (2009-2010 Academic Year)

Federal regulations require that, as a part of an institution's Return of Funds Policy, an office or offices must be designated as the contact point for students to begin the withdrawal process. The designated office(s) must document the date the student withdraws or otherwise provides official notification to the institution of the intent to withdraw.

The Office of Registration and Records is the designated office at which a student must withdraw. Official notification from the student must be in writing. The date of withdrawal will be utilized by the Office of Financial Aid in determining the amount of financial assistance which may be retained by the student, based upon the percentage of the enrollment period (semester) which the student completed to that point in time.

In the case of a student who does not withdraw or otherwise notify Butler University of the intent to withdraw, the date used will be the mid-point of the payment period for which assistance was disbursed, unless a later date can be documented by the attendance records.

Notes:

NO REFUND OF TUITION ON OR AFTER SEPTEMBER 24

*The official drop date is the date the completed form is received in the Office of Registration and Records.

- 1.) Courses dropped through September 9, 2009, will be deleted from the student record.
- 2.) Withdrawals from September 10, 2009, forward will receive a grade of "W".
- 3.) Please verify with the Office of Financial Aid how your aid will be effected if dropping from full-time (12 hours or more) to part-time (11 hours or less) or part-time to less than half-time (less than 6 hours).
- 4.) Please note: If you are receiving the Higher Education Award, Freedom of Choice Grant or Twenty First Century Scholar Award, contact the Office of Financial Aid before changing your enrollment.