

## **Withdrawal from College**

Since every college has many expenses of a continuing nature associated with each student's attendance, it is understood the student is registered for the entire semester and responsible for tuition and fees incurred. However, if a student withdraws from the College before the dates listed below, he/she will receive a tuition refund according to the schedule listed. The last day of class attendance, as indicated on the completed exit interview with the Center for Academic Advisement, is considered as the official date of withdrawal in all instances.

Students enrolled in off-campus programs through King's College (i.e. Medical Technology, affiliated Study Abroad) will be subject to the withdrawal refund policy of the host institution.

### **FIRST AND SECOND SUMMER 2023 SESSIONS (23/S1 & 23/S2)**

Withdrawal from the College through the first day of classes: 100%

Withdrawal from the College through the fourth class meeting: 80%

Withdrawal from the College through the sixth class meeting: 65%

Withdrawal from the College through the eighth class meeting: 50%

No refund is made after the eighth class meeting.

### **SPECIAL SCHEDULING SUMMER 2023 SESSION (23/SS)**

Withdrawal from the College through the first day of classes: 100%

Withdrawal from the College through the third week of classes: 80%

Withdrawal from the College through the fourth week of classes: 65%

Withdrawal from the College through the sixth week of classes: 50%

No refund is made after the sixth week of classes.

### **FALL 2023 SEMESTER (AUGUST 21 START DATE)**

Withdrawal from the College on or before August 28, 2023 100%

Withdrawal from the College on or before September 6, 2023 80%

Withdrawal from the College on or before September 14, 2023 65%

Withdrawal from the College on or before September 22, 2023 50%

No refund is made after September 22, 2023.

**SPRING 2024 SEMESTER: (JANUARY 22 START DATE)**

Withdrawal from the College on or before January 29, 2024 100%

Withdrawal from the College on or before February 6, 2024 80%

Withdrawal from the College on or before February 14, 2024 65%

Withdrawal from the College on or before February 22, 2024 50%

No refund is made after February 22, 2024.

**Spring 2023 Semester: (January 16 start date)**

Withdrawal from the College on or before January 23, 2023 100%

Withdrawal from the College on or before January 31, 2023 80%

Withdrawal from the College on or before February 8, 2023 65%

Withdrawal from the College on or before February 16, 2023 50%

No refund is made after February 16, 2023.

Rooms in the student residence halls are rented for the semester and there is no refund of room charges in case of withdrawal after classes have commenced. Refund of board fees is determined on a pro-rata basis throughout the semester.

Apart from tuition and board, no refund is made on any other fees after classes have commenced. The College endeavors to treat all students fairly and consistently in all cases of refunds; however, it is recognized that in rare instances individual circumstances may warrant exceptions from published policy. In these cases, the parent or student should write to the Vice President for Business Affairs, 133 North River St., Wilkes-Barre, PA 18711, detailing the reasons why special consideration should be given in their case. Appeals must be made in a timely manner.