

### Full-Time Students' Tuition Refund Policy

Full-time students who desire to withdraw from or drop a career major must request a tuition refund in writing and provide proof of withdrawal to the Bursar in the Business Conference Center, 1900 Springlake Drive, Oklahoma City, OK 73111. No tuition refund will be given for completed career majors.

If a student drops a career major before completion, tuition refunds will apply as follows:

- No refunds will be given for books, supplies, fees, or any other non-tuition costs.
- If a full-time student's tuition is paid through financial aid or agency assistance, refunds will be handled according to the rules and policies of the tuition source.
- A full tuition refund will be given to students who withdraw within the first five (5) days of class.
- After the first five (5) days of class, a tuition refund will be given based on the percentage of the scheduled career major hours the student has completed. Absences, infractions, and hours in attendance will be calculated into the completion percentage.
- Non-attendance does not constitute a withdrawal from a career major.

Full-time students will be entitled to the following refunds:

<b>Tuition Refunds</b>	
<b>If student has:</b>	<b>Refund will be:</b>
Withdrawn from career major within the first 5 consecutive scheduled class days	100%
Completed from 6 days up to 25% of scheduled hours for career major	75%
Completed between 25% and 50% of scheduled hours for career major	50%
Completed between 50% and 75% of scheduled hours for career major	25%
Completed 75% or more of scheduled hours for career major	0%