

WITHDRAWALS AND REFUNDS

Course Withdrawals

The University's refund policies and procedures ensure equitable refunds to students who withdraw from all or a portion of their courses in a given term or when payment is in excess of the total charges. Application fees are not refundable. Registration, late payment, student activities, laboratory, maintenance of matriculation, technology, enrichment, residency, and/or other special fees are not refundable after classes begin.

Please refer to the Academic Calendar to determine the Gabelli School refund schedule for the current term. The on-campus and online programs follow different academic calendars which can be identified as GBS, for the on-campus programs, and GBS-OL, for the online programs. Students who wish to withdraw from individual courses following the add/drop period and within the withdrawal period indicated in the Academic Calendar should submit the Course Withdrawal/Late Registration Form on My.Fordham. Students are not permitted to withdraw from any courses after the last date for course withdrawals noted in the Academic Calendar.

Veteran students should be aware that if they are using any military education benefit, withdrawal from a class may create a debt with the VA, their Service Branch, or Fordham. Before withdrawing from a class, such students should consult with the VA Certifying Officials in the Office of Academic Records.

A student who is withdrawing, either from all or a portion of their courses in the Gabelli School of Business, should also contact the Office of Enrollment Services and the Financial Aid Office to confirm no balances are due.

The refund calculation is based on the following circumstances:

1. First-time and continuing students not receiving Title IV (federal) assistance are subject to the Institutional Refund Policy.
2. For continuing students receiving Title IV assistance, refunds must be calculated using both the federal policy and the institutional policy. The calculation that gives the largest refund to the federal programs must be applied.
3. First-time students attending Fordham University, receiving Title IV assistance, and withdrawing during the first nine weeks of the term are subject to a Federal Pro Rata Refund Calculation as mandated by the Higher Education Amendments (HEA) of 1992.
4. Students who received aid as cash must repay those aid programs.

Note: For students who received Title IV assistance, refunds must be returned to the programs in the following order: Unsubsidized Stafford Loan; Subsidized Stafford Loan; Plus Loan; Perkins Loan; Pell; SEOG; other Title IV aid; other federal aid; Fordham grants and scholarships; TAP; and other student aid. The following refund policies are based on 100-percent tuition payment. The refund period begins the first day of the term. The refund is reduced by an administrative fee equal to the lesser of five percent of tuition charges or \$100.

Refund Policy Appeal Process

A student may request an appeal by writing to the associate dean of graduate studies. The request should include all relevant information describing the special circumstances upon which the appeal is based.

Voluntary University Withdrawal

Students in good standing may voluntarily withdraw from the Gabelli School of Business and Fordham University by submitting the University Withdrawal Form and a letter stating the reason(s) for withdrawal to the senior assistant dean of graduate advising of the Gabelli School of Business. Once this documentation is received, the student will be withdrawn from the program. Students who have submitted notification of withdrawal but wish to return to the program, reenroll, or switch to another academic program at the Gabelli School of Business must wait a minimum of two semesters and then reapply for admission through the traditional admissions process. Readmission is not guaranteed.

A student who is withdrawing from their program in the Gabelli School of Business, should also contact the Office of Enrollment Services and the Financial Aid Office to confirm no balances are due.

Veteran students should be aware that if they are using any military education benefit, withdrawal from the University (which may involve withdrawal from classes) may create a debt with the VA, their Service Branch, or Fordham. Before withdrawing from the University, such students should consult with the VA Certifying Officials in the Office of Academic Records.

Administrative University Withdrawal

Students who are not on an approved leave of absence, do not register for regularly scheduled classes, or do not register for maintaining matriculation status will be withdrawn from the Gabelli School of Business, and will need to reapply for admission through the traditional admissions process. Readmission is not guaranteed. An exception to this policy is made for joint-degree Fordham University students when they are registered for classes at their other program (i.e., JD/M.B.A.).