



Refund Policy

St. John's College | Santa Fe, New Mexico

Official Withdrawal

Students who are considering withdrawing from the college should weigh the decision carefully. Friends, tutors, or members of the administrative staff should be consulted before making a final decision. At the time of withdrawal, adjustments are made to tuition, fees and financial aid, which may result in additional amounts due. Once financial aid adjustments, if necessary, are made, the Student Accounts Office will determine adjustments to tuition and fees and an estimate of any refund or amount due can be provided. Note that a student on a monthly payment plan who withdraws may still owe a balance to the college.

Undergraduate students who are considering withdrawal before the end of the semester must initiate the withdrawal process by notifying the Registrar or the Assistant Dean of their intention to withdraw, and they will be given a form entitled “Official Notice of Withdrawal” at that time. The date of withdrawal entered on the form is used to calculate the return of Title IV Funds (federal financial aid), grants, scholarships, etc. Following that calculation, a final account statement is prepared that shows any balances due the college or refunds due the student. Refund payments are processed within two weeks. If a balance is due the college, full payment is due at the time of withdrawal.

After a student notifies the Registrar of the intention to withdraw, the student must obtain signatures from the representatives of certain selected offices on the Official Notice of Withdrawal form. A student may rescind the intention to withdraw by not returning the Official Notice of Withdrawal form to the Registrar and informing the Registrar of their intent not to withdraw. If a student wishes to reverse a decision to withdraw after submitting the Official Notice of Withdrawal form, they must provide written notification. If a student who rescinds an intention to withdraw does not complete the semester, the official date of withdrawal will be the later of the date the withdrawal form was obtained or the last date of class attendance.

Unofficial Withdrawal

If a student does not notify the Registrar of the intention to withdraw, the date of withdrawal used to calculate the return of Title IV Funds, grants, scholarships, and an institutional refund or balance due will be the midpoint of the semester. A date earlier or later than the midpoint may be used if the college has documentation of the last date of class attendance. If a student withdraws because of circumstances beyond their control, the college will determine the date of withdrawal.

Institutional Refunds

The college's withdrawal policy provides for a partial refund of tuition through the first three (3) weeks of the fall and spring terms, and the first two (2) weeks of the summer term, for withdrawal unrelated to academic or disciplinary reasons.

Institutional Refund Schedule (Days Enrolled)

| Fall/Spring | Summer | Refund Amount | Amount Charged |
|--------------------|---------------|----------------------|-----------------------|
| 1-21 | 1-14 | 80% | 20% |
| 22 and after | 15 and after | No Refund | 100% |

[The student's withdrawal date is established as outlined in the initial section of the "Refund Policy"](#). The next step in determining the institutional refund is to count the number of calendar days from the first day of classes to the date of withdrawal (weekends are included, but scheduled breaks of at least five days are excluded). The schedule above is used to determine the percentage of fees (tuition, activity fee, room and board) that will be refunded. Certain fees are nonrefundable. These include Tuition Insurance, and Book, Parking, and Admission Fees.

The same schedule will be used to calculate the cancellation of non-federal financial aid: the "refund amount" percentage provides the percentage of aid to be cancelled and the "amount charged" percentage corresponds to the revised aid the student will receive. For example, a student who withdraws within the first seven days of the fall or spring semester would receive 10% of the non-federal aid that had been awarded. Conversely, 90% of the non-federal aid would be cancelled.

A student who is expelled or asked to withdraw for academic or disciplinary reasons will receive no refund of tuition or room and board. A student who is required to leave housing for academic or disciplinary reasons will receive no refund of tuition and board.