



Refund Appeal Policy

Students who drop a course before the session starts, or during the posed Add/Drop period in that session, will receive a full refund of tuition and the course will not appear on their official transcript. Courses that are dropped after the last day of the Add/Drop period in that session are considered Withdrawals. No refund is issued for a Withdrawal and a “W” will be assigned to the course on their official transcript. In the event of extenuating circumstances, students who drop a course after the Add/Drop period may follow the procedure for requesting a Refund Appeal.

1. To request an appeal, students must download the Refund Appeal Form, complete it within ten days of dropping the course, and return the form with appropriate supporting documentation to the Program Chair. Note: only Refund Appeal Forms that include documentation will be subject to a review.
2. When completed forms with documentation are filed with the Program Chair, the case will be reviewed by a Refund Appeal Panel comprised of representatives from the UGO Program, the Faculty, and/or Financial Services. The student will be notified by email at their nichols.edu address of the Panel’s decision. All decisions made by the Refund Appeal Panel are final.
3. After a Refund Appeal is approved or denied, students may bear some financial responsibilities to Nichols College or Financial Aid.