

## REIMBURSEMENT POLICY FOR DROPPING COURSES

1. If the student is registered as a full time student (12-18 credit hours) and after dropping courses the student remains a full time student, the tuition rate for the quarter remains the same, and there is no refund.
2. If the student is taking an overload (over 18 credit hours) and drops or withdraws from the overload courses, the following refunds will apply for the overload credits:
  - a. Dropping classes in the add/drop period – 100% refund for the class
  - b. Withdrawing classes from the end of the add/drop period through to the end of the second week of classes – 70% refund
  - c. During the third week of classes – 60% refund
  - d. During the fourth week of classes – 50% refund
  - e. During the fifth week of classes – 25% refund
  - f. During the sixth – last week of classes – no refund
3. If the student is registered as a part time student (2-11 credit hours) the same refunds apply as in 2a-2f providing that the student is registered for a minimum of 2 credits during the quarter.
4. If the student drops all classes, or withdraws from all classes and ceases to be a student at ACMT for that quarter, the following refunds will apply:
  - a. Dropping all classes in the add/drop period – 90% refund
  - b. All other refunds apply as in 2b-2f.
5. If the student is registered as a full time student (12-18 credit hours) and drops courses to become part time status (2-11 credits hours), within the add/ drop period, the refund is made based on the tuition calculation difference.
6. If the student is registered as a full time student (12-18 credit hours) and withdraws from courses to part time status (2-11 credits hours), after the add/ drop period, the refund will be based on the tuition calculation difference and the percentages indicated in 2b-2f.
7. **ATTENTION:**  
**All courses that have been either dropped or withdrawn during the course of academic year, to fulfil graduation requirements those courses will have to be taken or replaced with the equivalent course and will have to be paid for based on following calculation:**  
**total yearly tuition divided by 36 credits and multiplied by number of credits**

NOTE: Non-attendance does not constitute an official withdrawal; official withdrawal (completion and approval of the add/drop form or completion and approval of the withdrawal form) from courses is required even if the student is not eligible for a tuition refund.