



WARNER PACIFIC COLLEGE

ADP | ADULT DEGREE PROGRAM

Adult Degree Program Refund Policy

The Refund Policy applies to **tuition** only. Textbook, application, registration and assessment fees are non-refundable. In order to withdraw from a course, the student must complete an official Student Withdrawal Form in the Student Services Office. Determine the number of weeks in the course from which you wish to withdraw and locate that breakout below to determine the refund percentage. The refund policy is applied to each course individually.

AANA Weekend Courses

If student withdraws before:	Refund is
First (1st) Class	100%
Second (2nd) Class	80%
Noon of the second (2nd) Class	60%
The third (3rd) Class	0%
The fourth (4th) Class	0%

Two-Week Courses

If student withdraws before:	Refund is
First (1st) Class	100%
Second (2nd) Class	0%

Four-Week Courses

If student withdraws before:	Refund is
First (1st) Class	100%
Second (2nd) Class	50%
Third (3rd) Class	0%
Fourth (4th) Class	0%

Five-Week Courses

If student withdraws before:	Refund is
First (1st) Class	100%
Second (2nd) Class	80%
Third (3rd) Class	60%
Fourth (4th) Class	0%
Fifth (5th) Class	0%

Six-Week Courses

If student withdraws before:	Refund is
First (1st) Class	100%
Second (2nd) Class	83.33%
Third (3rd) Class	66.66%
Fourth (4th) Class	0%
Fifth (5th) Class	0%
Sixth (6th) Class	0%

Seven-Week Courses

If student withdraws before:	Refund is
First (1st) Class	100%
Second (2nd) Class	85.71%
Third (3rd) Class	71.42%
Fourth (4th) Class	57.13%
Fifth (5th) Class	0%
Sixth (6th) Class	0%
Seventh (7th) Class	0%

Eight-Week Courses

If student withdraws before:	Refund is
First (1st) Class	100%
Second (2nd) Class	85.50%
Third (3rd) Class	75%
Fourth (4th) Class	65.50%
Fifth (5th) Class	50%
Sixth (6th) Class	0%
Seventh (7th) Class	0%
Eighth (8th) Class	0%

Ten-Week Courses

If student withdraws before:	Refund is
First (1st) Class	100%
Second (2nd) Class	90%
Third (3rd) Class	80%
Fourth (4th) Class	70%
Fifth (5th) Class	60%
Sixth (6th) Class	50%
Seventh (7th) Class	0%
Eighth (8th) Class	0%
Ninth (9th) Class	0%
Tenth (10th) Class	0%

Eleven-Week Courses

If student withdraws before:	Refund is
First (1st) Class	100%
Second (2nd) Class	90.91%
Third (3rd) Class	81.82%
Fourth (4th) Class	72.73%
Fifth (5th) Class	63.64%
Sixth (6th) Class	54.55%
Seventh (7th) Class	0%
Eighth (8th) Class	0%
Ninth (9th) Class	0%
Tenth (10th) Class	0%
Eleventh (11th) Class	0%

Policies and Procedures

Please sign, date, and submit this form with your application for admission.

Credit Card

Visa, Discover and MasterCard are accepted if you are the authorized signer on the card or if the authorized signer has completed an Authorization to Charge form.

Refund Policy

Textbook, application, registration and assessment fees are non-refundable. A tuition refund must be requested in writing.

Changing Financial Options

You may change your primary option while attending Warner Pacific, provided that you are in compliance with your current finance option. In order to change plans, you must contact the Business Office and complete the appropriate financial agreement. All changes must be approved by Warner Pacific prior to becoming effective.

Late Fees

A late fee of \$25 will be assessed 24 hours after the due date of an open charge. To avoid late fees, be sure that all payments are made one week prior to the start of the course.

Returned Check/Credit Card Fees

All returned checks or credit cards will be assessed a \$15 processing fee. (If the account is late when a check or credit card is declined, a late fee plus a declined credit card or returned check fee will be billed.)

Grade Release

Grades are released for paid courses only. (Exceptions will be made for tuition deferment participants only.)

Withdrawal

If you must withdraw from a class, you may receive a refund. When withdrawing from a class, it is your responsibility to notify the associate registrar for the Adult Degree Program (ADP) and your instructor in writing so that a grade of W (Withdraw) can be posted for your class. If you fail to notify the instructor and the associate registrar, a grade of AW (Administrative Withdraw) will be recorded on your transcript. The date of your official withdrawal from class is based upon the date that written notification is received by Warner Pacific.

If you wish to withdraw from the college, you must complete an official Student Withdrawal Form, a copy of which may be obtained from your academic counselor. Upon receipt of the official Student Withdrawal Form, Warner Pacific will audit your account, cancel any financial aid in process, process any refunds that may be due and collect payment for outstanding balances.

Note: Withdrawal from a course or changing your academic calendar may reduce or eliminate your financial aid award. Please consult your financial aid counselor prior to withdrawing from courses. Also, Warner Pacific reserves the right to change its tuition rate and fees at any time.

I have read and understand the above payment options and the stated policies and procedures of the Adult Degree Program (ADP) at Warner Pacific. I agree to pay Warner Pacific in accordance with the primary option that I have selected. I understand that I am financially responsible for all services rendered to me by Warner Pacific. Failure to comply with my financial agreement may result in holding of course grades and official transcripts, administrative withdrawal, assessment of late fees, referral to collections and an unfavorable credit reference. I agree to notify Warner Pacific of any changes in my current address and phone number. Also, I agree that my selection of the primary finance option is voluntary, and the terms and conditions of payment are not contingent upon my receipt of a grade, invoice, statement or reimbursement by my employer or qualification for financial aid.

Student Signature _____

Date _____

Warner Pacific does not discriminate in its student admission and employment practices and provides equal opportunity for all students, applicants and employees regardless of race, color, sex, national origin, disability, age, veteran status and any other status protected by laws and regulations.