
FINANCIAL INFORMATION

Credit of Charges for Withdrawal

The credit/refund of charges for students that withdraw from courses are as follows:

Prior to the Beginning of the term: 100% credit

Classes that are dropped during the add/drop period: 100% credit

After the Add/Drop period ends:

For face-to-face, hybrid and online courses:

Within 7 calendar days from the end of add/drop: 60% credit

More than 7 calendar days from the end of add/drop: no credit

For courses that meet once a month:

Classes withdrawn from end of add/drop until first class: 60% credit

After the first class: no credit

Winter Term:

Prior to the Beginning of the term: 100% credit

After close of add/drop: no credit

Credit of Charges for Withdrawal in Tuition for D.P.T., M.P.A.S., and M.E.P.N. Students

Period of Withdrawal Beginning with the First Day of the Term

Within 14 calendar days of the first date of term: 100% credit

From 15-21 calendar days of the first date of term: 60% credit

From 22-28 calendar days of the first date of term: 40% credit

From 29-35 calendar days of the first date of the term: 20% credit

After 35 calendar days of the first date of the term: **No Refund**

Notice of Part-Time Enrollment for D.P.T., M.P.A.S., and M.E.P.N. Students Policy

The Notice of Part-Time Enrollment for Graduate Students Policy describes the University's requirement for notification that must occur in the event a student enrolling in an FPU graduate program (e.g., Master of Physician Assistant Studies (MPAS), Doctor of Physical Therapy (DPT), or Nursing (MEPN)) is permitted to enroll at less than full-time status. The MPAS, DPT and MEPN programs are full time, cohort-based programs and have full time charges associated with them. In rare cases, exceptions may be made to full time enrollment status.

Students in these programs who have requested permission to enroll at less than full time status must have approval from the Dean of the College of Health & Natural Sciences via the following process:

- The student must meet with the applicable Program Director and complete the Notice of Part Time Enrollment Form, which details the student's enrollment variance.
- The Program Director shall be responsible for obtaining the signatures of the Dean and Student Financial Services.
- The Program Director must file the completed form with the Offices of the Dean, Student Financial Services, and Registrar at least 30 days prior to the start of the term of enrollment.
- Failure to notify the Student Financial Services Office 30 days prior to the start of the term of enrollment will result in the student being billed at the per term rate.

Please note: Part-time status and audited courses have financial aid implications. For more information on Financial Aid policies for graduate programs, please refer to the Academic Catalog or contact the Student Financial Services Office at osfs@franklinpierce.edu or (877) 372-7347.

D.P.T., M.P.A.S., and M.E.P.N. Returning After Withdrawal

The D.P.T., M.P.A.S., and M.E.P.N. programs are full time, cohort-based programs and have full time charges associated with them. Students in the D.P.T., M.P.A.S., or M.E.P.N. programs who have withdrawn or taken a leave of absence must seek approval from the University to return.

Students approved to return to these programs must pay a new seat deposit before they will be permitted to enroll.

There are instances when the student will join a different cohort (for the cohort they originally enrolled in has progressed without them) and the student will be required to enroll and/or repeat in a class or classes that were missed due to withdrawal. Classes that are considered audits will be billed at the per course audit rate. Classes that will receive a letter grade will be billed as follows:

- The student will be permitted to be charged at the per-credit rate for the current term of enrollment for 1-6 credits of graded coursework.
- If the student is enrolled in more than 6 credits of graded coursework for that term, the student will be charged the full time rate for the term.
- Graded coursework is considered non-audited courses.
- The student must provide notification to the Student Financial Services Office, in writing, of their enrollment variance. This notification must be made 30 days prior to the start of the term of enrollment.
- Failure to notify the Student Financial Services Office 30 days prior to the start of the term of enrollment will result in the student being billed at the per term rate.