

### **Business Office Drop Policy**

<b>Term Length</b>	<b>Days*</b>	<b>Refund %</b>
16 weeks	Until 5th business day	100% refund
	6th - 10th business day	75% refund
	11th - 20th business day	50% refund
	21st business day onward	No refund
8 weeks	Until 5th business day	100% refund
	6th - 10th business day	75% refund
	11th - 15th business day	50% refund
	16th business day onward	No refund
4 weeks	Until 5th business day	100% refund
	6th business day onward	No refund

### **Academic Records Office Drop Policy**

<b>Term Length</b>	<b>Days*</b>	<b>Transcript Notation</b>
16 weeks	Until 5th business day	No W on transcript
	6th - 60th business day	W on transcript
	61st business day onward	Cannot drop
8 weeks	Until 5th business day	No W on transcript
	6th - 30th business day	W on transcript
	30th business day onward	Cannot drop
4 weeks	Until 5th business day	No W on transcript
	6th - 15th business day	W on transcript
	16th business day onward	Cannot drop

\*Business days are counted from the first day of the term, not the first day of the class (e.g., if the term starts on Monday, but your class doesn't start until Tuesday, the first business day is Monday).