

Institutional Refund Policy

Withdrawal from classes after the start of a session affects your academic record and tuition charge/financial aid. Contact your academic advisor immediately to discuss the withdrawal process and/or complete the Withdrawal Form in JayWeb to initiate the process.

To determine the effect withdrawing from a course may have on your financial aid status, contact the Financial Aid Office at finaid@etown.edu; 717-361-1404.

The meeting of class refers to the actual day of the week that blended/on-ground class meets. For purposes of these deadlines, online classes start on the first Monday of each session. For four-week winter online sessions, the class starts on the first Sunday of the session.

NOTE: Students are not able to initiate a drop/withdrawal request after the last date of the session.

	Five-Week Sessions and Four-Week Winter Online Sessions	
<i>Last Date of Academically Inclined Participation</i>	<i>Tuition Refund</i>	<i>Grade on Transcript</i>
Prior to the first meeting of class	100%	Course is dropped. Course/Grade will not appear on transcript
After the first meeting of class, but before the second meeting of class	80%	Course is dropped. Course/Grade will not appear on transcript
After the second meeting of class, but before the third meeting of class	25%	Withdrawal, Course/W will appear on transcript
After the third meeting of class, but before the fourth meeting of class	0%	Withdrawal, Course/W will appear on transcript
After the fourth meeting of class	0%	Withdrawal Fail (WF) will appear on transcript. F will be computed into GPA.

	Weekend Intensive Courses	
<i>Last Date of Academically Inclined Participation</i>	<i>Tuition Refund</i>	<i>Grade on Transcript</i>
Prior to the first meeting of class	100%	Course is dropped. Course/Grade will not appear on transcript
During the in-class portion of the course	0%	Withdrawal, Course/W will appear on transcript
After the in-class portion, through the remainder of the course	0%	Withdrawal Fail (WF) will appear on transcript. F will be computed into GPA.

	Eight-Week Sessions	
<i>Last Date of Academically Inclined Participation</i>	<i>Tuition Refund</i>	<i>Grade on Transcript</i>
Prior to the first meeting of class	100%	Course is dropped. Course/Grade will not appear on transcript
After the first meeting of class, but before the second meeting of class	80%	Course is dropped. Course/Grade will not appear on transcript
After the second meeting of class but before the fourth meeting of class	25%	Withdrawal, Course/W will appear on transcript
After the fourth meeting of class but before the sixth meeting of class	0%	Withdrawal, Course/W will appear on transcript
After the sixth meeting of class	0%	Withdrawal Fail (WF) will appear on transcript. F will be computed into GPA