

Workforce Education and Development
Tuition Refund Deadline Dates – Summer 2012
Drops and Withdrawals Procedures
Prior to Beginning of the Semester

Drop PRIOR to beginning of the semester (Reducing number of credit hours, but not to “0”)

All times are Central time

Students should drop through SakukiNet if the semester has not yet started.

Students must contact their site personnel to drop after the semester has started.

*Applicable if registered only for a second half course

4-Weekend Class (8 weeks)		
Tuition Refund dates	First-half Class	Second-half Class*
100% refund	Before 11:59 pm, Sun, May 6	Before 11:59 pm, Sun, June 24
0% refund	After 12:01 am, Mon, May 7	After 12:01 am, Mon, June 25

*Applicable if registered only for a full-term course

Full-Term Class	
Tuition Refund dates	16-Week Class *
100% refund	Before 11:59 pm, Sun, May 13

Withdrawal PRIOR to beginning of the semester (Eliminating all credit hours)

Student can withdraw through SalukiNet if the semester has not yet started.

Before SalukiNet will drop the last class selected, a red “X” icon will appear with the following message: *“You cannot drop your last class on the web. If you are wanting to continue at the Institution, add the class(es) you are wanting and then drop the class(es) you don’t want in that order.”*

“If you are wanting to withdraw from the University, please drop all but one of your classes and e-mail droplast@siu.edu (undergraduate). ... After the semester begins, you should go through Transitional Programs (undergraduates) ... to complete the necessary paperwork.”

The “droplast” option is only available until 11:59 pm of the Sunday before the Monday of the first day of **on-campus semester** (this includes Monday holidays, e.g. as MLK Day). See SIUC academic calendar <http://registrar.siu.edu/calendars/academic.html>

An e-mail will be sent to Registration that student requests to drop to 0 hours. When request is processed, student will receive an e-mail from Registration.

Students must contact their site personnel to withdraw after the semester has started.

*Applicable if registered only for a second half course

4-Weekend Class (8 weeks)		
Tuition Refund dates	First-half Class	Second-half Class*
100% refund	Before 11:59 pm, Sun, May 6	Before 11:59 pm, Sun, June 24
0% refund	After 12:01 am, Mon, May 7	After 12:01 am, Mon, June 25

*Applicable if registered only for a full-term course

Full-Term Class	
Tuition Refund dates	16-Week Class *
100% refund	Before 11:59 pm, Sun, May 13

Workforce Education and Development
Tuition Refund Deadline Dates – Summer 2012
Drops and Withdrawals Procedures
After the Semester has Begun

Drop AFTER the semester has begun (Reducing number of credit hours, but not to “0”)

Effective date will be date the student last attended the class.

All times are Central time

Students must contact their site personnel to drop after the semester has started.

*Applicable if registered only for a second half course

4-Weekend Class (8 weeks)		
Tuition Refund dates	First-half Class	Second-half Class*
100% refund	Before 11:59 pm, Sun, May 6	Before 11:59 pm, Sun, June 24
0% refund	After 12:01 am, Mon, May 7	After 12:01 am, Mon, June 25

*Applicable if registered only for a full-term course

Full-Term Class	
Tuition Refund dates	16-Week Class*
100% refund	Before 11:59 pm, Sun, May 13
0% refund	After 12:01 am, Mon, May 14

Withdrawal AFTER the semester has begun (Eliminating all credit hours)

Effective date will be date the student contacted site personnel of desire to withdraw from the University.

If student withdraws Monday-Friday, then his/her withdrawal will be processed according to the on-campus refund schedule.

Students must contact their site personnel to withdraw after the class has started.

*Applicable if registered only for a second half course

4-Weekend Class (8 weeks)		
Tuition Refund dates	First-half Class	Second-half Class*
100% refund	Before 11:59 pm, Sun, May 6	Before 11:59 pm, Sun, June 24
50% refund	Sat & Sun, May 19 & 20**	Sat & Sun, Jul 7 & 8**
0% refund	After 12:01 am, Mon, May 21	After 12:01 am, Mon, Jul 9

*Applicable if registered only for a full-term course

Full-Term Class	
Tuition Refund dates	16-Week Class *
100% refund	Before 11:59 pm, Sun, May 13
50% refund	After 12:01 am, Mon, May 14 through 11:59 pm, Sun, May 27
0% refund	After 12:01 am, Mon, May 28