

ACT Program Interruption and Withdrawal Policy

CASE A: Mandatory withdrawal or departure of students after the program start date, by reason of force majeure.

Subcase A1: *75% of term completed*

At the discretion of the Office of the Provost, students may be awarded final grades in all courses based on their grade at the time of departure or may complete the course remotely. There will be no refund for tuition or fees. The housing deposit will be refunded, less any charges for damages or outstanding fees.

Subcase A2: *Withdrawal after “last day to drop a class” until 75% of the term is completed*

Students may receive a “W” on their transcript, or, with approval from the Office of the Provost, students will complete the term’s work through extended essays, research papers/reports, and other such learning and assessment tools, as individual professors may deem appropriate. There will be no refund.

Subcase A3: *Withdrawal on or before “last day to drop a class”*

Students shall not receive credit for their courses. Student will not receive a transcript. There will be no refund for housing and orientation. Financial arrangements for tuition and academic fees will be made on a case by case basis by the Provost.

CASE B: Student is expelled, asked to depart the College for any reason, or chooses to depart although there is no force majeure circumstance.

Subcase B1: *Departure at any point in the term*

The student shall not receive credit for their courses. There will be no refund for the housing deposit, tuition or fees.

CASE C: Withdrawal of a student before the program start date (arrival day)

Subcase C1: *Student withdraws within 7 days prior to the program start.*

Students will not be enrolled in classes. The housing deposit will not be refunded. The cost of housing will be charged in full. No payment will be required for tuition or fees.

Subcase C2: *Student withdraws after the application deadline and more than 7 days prior to the program start.*

The student will be withdrawn from the program. The housing deposit will not be refunded, but no further charges will be incurred.