

W. P. Carey Program Tuition Refund Policy

The following Program Tuition Refund Policy applies to all students taking graduate coursework at the W. P. Carey School of Business. The terms and conditions of this policy are subject to change at any time without notice. Any revisions to this policy will be effective immediately upon Assistant Dean's approval and applicable to all students.

Fall and Spring Semester Classes

Course Type	100% Tuition Refund Period†
Sessions A & B	One week
Dynamically Dated Classes	One week
Session C	First two weeks of semester

Summer Session Classes

Course Type	100% Tuition Refund Period†
Sessions A, B, C	First five days of summer session
Dynamically Dated Classes	First five days of summer session

Students are not eligible for a refund of W. P. Carey Program Tuition after the 100% refund period.

†The 100% refund period begins on the class start date.

Medical or Compassionate Withdrawals

Students who are eligible for a refund of ASU Graduate Tuition and Fees due to an approved Medical or Compassionate Withdrawal will receive the same percentage of refund of Program Tuition based on the terms and conditions set forth on the approved *Request for Documented Medical/Compassionate Withdrawal* form.

W. P. Carey Scholarship Cancellation Policy

This policy pertains to all scholarships awarded through the Graduate Programs Office at the W. P. Carey School of Business.

Voluntary or Involuntary Withdrawal

W. P. Carey scholarship recipients who have been approved for a Voluntary or Involuntary Withdrawal from a program of study must adhere to the following Scholarship Cancellation Policy:

- Withdrawal *during* the 100% Tuition Refund Period
 - Will result in 100% cancelation of all W. P. Carey scholarships
- Withdrawal *after* the 100% Tuition Refund Period
 - All W. P. Carey scholarships will be adjusted accordingly, if necessary, to prevent any refund of scholarship dollars as a result of a student's withdrawal from a program of study
 - All future scheduled scholarship disbursements will be cancelled
- All scholarship offers made prior to a student's withdrawal from a program will be null and void
- Should a student apply for admission after a previous program withdrawal, they will be considered for scholarship opportunities based on their most recent application for admission

Graduate Programs

Leave of Absence

Scholarship offers made prior to a student's Graduate College approved Leave of Absence are **not** guaranteed to renew upon a student's return to studies. Students must submit an appeal to request renewal of any previous scholarship offers.

Appeal process:

- Submit a letter of appeal requesting renewal of previous scholarship offers to:

Graduate Admissions
W. P. Carey School of Business
Attn: Sr. Associate Director of Admission & Financial Services
McCord Hall
PO Box 874906
Tempe, AZ 85287-4906

Letters of appeal should include a student's full name and ASU student ID number. Students can also email their appeal letter to wpcareymasters.finaid@asu.edu.

- Appeals will be reviewed by the Sr. Associate Director of Admission & Financial Services
- Decisions will be sent to a student's ASU student email within 7-10 business days from the time their appeal letter is received