



Accelerated Degree Programs Course Drop Refund Policy

Not attending class does not constitute a withdrawal/drop. Written notification must be sent to the ADP Office in accordance with the refund drop schedule listed above.

Refund Policy for the 1-week class:

100% refund if dropped prior to the first class session
0% refund thereafter

Refund Policy for the 3-week classes:

100% refund if dropped prior to the first class session
0% refund thereafter

Refund Policy for the standard 5-week classes:

100% refund if dropped on or before the end of the 1st week of class
0% refund thereafter

Refund Policy for the 7-week classes:

100% refund if dropped on or before the end of the 1st week of class
50% refund if dropped by the end of the 2nd week of class
0% refund thereafter

Refund Policy for the 8-week classes:

100% refund if dropped on or before the end of the 1st week of class
67% refund if dropped by the end of the 2nd week of class
0% refund thereafter

Refund Policy for Senior Project II and III:

100% refund if dropped prior to the first class session
0% refund anytime thereafter

To withdraw from the program or drop a course, you must complete a drop form. This form can be found on Concordia Connect Portal. Click on the Student Services tab, and then select Undergraduate Drop course form. This form is to be faxed to: 708-209-3524.

Credit card payments (MasterCard, Discover, American Express, and Visa) made over the phone, or online will be charged a 2.75% convenience fee. Face-to-face transactions whether completed by credit card, check, or cash will not be assessed a convenience fee. Students may also pay online with a check (ACH) at no additional cost. Online payments may take up to 2 business days to post. To assist in maintaining your tuition account, please check it regularly through the CUC Connect Portal. Select the "finances" tab and under the "My Account" box, select the term you wish to view.

If financial aid is a source of payment of tuition, you must have completed AND accepted your award. If your financial aid package is incomplete, it is your responsibility to make tuition payments either by the semester due date or the Friday prior to the start of each class.

For each missed or late payment, a service charge of \$25 or 1.5% of the balance will be assessed to your account. Please keep your tuition account in good standing to avoid additional fees.

For additional information on policies, procedures and payments, long onto www.cuchicago.edu, click on the Admission/Financial Aid tab.