



Summer 2017 Graduate Students Refund Policy

First 8 weeks part of term: (8C/E)

Classes that begin 05/01/2017 through 06/25/2017

100% refund up through 05/12/2017

67 % refund 05/13/2017 – 05/19/2017

0% refund 05/20/2017 and thereafter

Second 8 weeks part of term: (8D/F)

Classes that begin 06/26/2017 through 08/18/2017

100% refund up through 7/7/2017

67 % refund 07/8/2017 – 07/14/2017

0% refund 07/15/2017 and thereafter

Credit card payments (MasterCard, Discover, American Express, and Visa) are accepted as a method of payments for tuition and fees. All credit card payments made on line or over the phone to the university will be charged a 2.75% convenience fee. To avoid this fee, you may mail your payment using your payment coupons found on the cohort website or the Business Service web page (any credit card information mailed in will also be subject to the 2.75% convenience fee and your signature is required to process the payment), pay in person via check, cash or credit card (convenience fees are only assessed to non-face to face transactions). You may also pay online with a check (ACH) at no additional cost. Please note: on line payments may take up to 48 hours to post to your account. To assist in maintaining your tuition account, please check it regularly through Concordia Connect. Select the “my info” tab and under My Account box select the term you want to review.

Drop Policy: Written notification must be submitted to your advisor within the refund policy above. Please fax your withdrawal request to the Office of Graduate Admission at 708-209-3454.

***Not participating in courses does not constitute as an official withdrawal and you will be responsible for all tuition and fees unless you withdrawal according to the policy above. *If using financial aid as your means of payment, your financial aid file must be complete or you will be responsible for tuition payments until you received your financial aid award.**