



**Summer 2017
Course Add/Drop Policy
Traditional Graduate Students**

Failure to Attend Class

Does not constitute an automatic withdrawal

YOU Must Drop the course through your Academic or Graduate Advisor

Please be advised that this policy may be updated at any time

16 –Week Course (1C/1E-Full Term)	May 1 – August 18, 2017
100% Refund	Up thru May 12,2017
67% Refund	May 13 – May 19, 2017
0% Refund	May 20, 2017 & thereafter
8-Week Course (8A1)	May 1 – June 23, 2017
100% Refund	Up thru May5, 2017
50% Refund	May 6 – May 12, 2017
0% Refund	May 13, 2017 & thereafter
Second 8-Week Course (8A2)	June 26 – August 18, 2017
100% Refund	Up thru June 30, 2017
50% Refund	July 1- July 7, 2017
0% Refund	July 8, 2017 & thereafter
4-Week Session (4G1)	May 1 - May 26, 2017
100% Refund	Up thru May 5, 2017
0% Refund	May 6, 2017 & thereafter
4-Week Session (4G2)	May 30 – June 23, 2017
100% Refund	Up thru June 2, 2017
0% Refund	June 3, 2017
4-Week Session (4G3)	June 26 – July 21, 2017
100% Refund	Up thru June 30, 2017
0% Refund	July 1, 2017

All summer bills are due on or before May 1, 2017. Prepayment will be required for any registration after that date.

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 to Concordia University to 7400 Augusta St River Forest IL 60305 Attn: Business Services made payable to Concordia University, 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. On line payments are available by logging onto Concordia Connect, click on the Student Services tab and you will have the option of paying by electronic check (ACH) at no additional fee or by a credit card which is subject to a 2.75% convenience fee. Credit card payments can be made over the phone by calling 708-209-3241 also with the 2.75% convenience fee.