

## NSW – No-Show Withdrawal Policy

**Effective Summer 2018, students will be charged a \$200 penalty\* if they are issued a No-Show Withdrawal (NSW) for one or more classes in an academic term. No refunds of tuition will be issued for classes with no-show withdrawals (NSW).**

A student who does not attend the first two class sessions of a class that meets twice a week will be withdrawn from the class by the instructor and issued an NSW. A student who does not attend the first class session of a course which meets only once per week will be considered a no-show (NSW). The student will be held accountable for the payment of tuition of NSW courses. Federal financial aid cannot be processed for NSW classes.

Students registered in online courses will be issued a NSW if they fail to log on to the Blackboard website and enter into the course content areas at least once on two different days prior to the statistical reporting date of the class, which is typically seven calendar days after the start date of a 16-week course. Absolutely no tuition refunds or adjustments will be given after that date. See **Study List/Class Schedule** for dates.

\*Note: The \$200 penalty is in addition to any tuition that is charged for *other* coursework in the academic term. Financial balances or charges resulting from NSWs prior to Summer 2018 remain in effect. Please note that per the Department of Education, this \$200 penalty cannot be covered by federal financial aid even as a prior year debt.

Here are some examples to help ensure clarity. The NSW will carry no enrollment hours that apply toward tuition.

- Example 1:
- A. Student enrolls for 12 credit hours. Tuition = \$1,752
  - B. Student does not attend classes and NSWs are recorded for all 12 credit hours.
    - **\$200 penalty is assessed.**
    - **Student now has 0 hours to count toward tuition – tuition is reduced to \$0.**
    - **Total account receivable = \$200**

- Example 2:
- A. Student enrolls for 12 credit hours. Tuition = \$1,752
  - B. Student does not attend a 3 credit hour class and an NSW is recorded for the 3 credit hours.
    - **\$200 penalty is assessed.**
    - **Student now has 9 hours of tuition – tuition is reduced to \$1,314**
    - **Total account receivable = \$1,514**

- Example 3:
- A. Student enrolls for 15 credit hours. Tuition = \$1,752
  - B. Student does not attend a 3 credit hour class and an NSW is recorded for the 3 credit hours.
    - **\$200 penalty is assessed.**
    - **Student has 12 hours of tuition – tuition is still \$1,752**
    - **Total account receivable = \$1,952**

- Example 4:
- A. Student enrolls for 8 credit hours. Tuition is \$1,168
  - B. Student does not attend a 3 credit hour class and an NSW is recorded for the 3 credit hours.
    - **\$200 penalty is assessed.**
    - **Student now has 5 hours of tuition – tuition is \$730**
    - **Total account receivable = \$930**