

**2021 Spring
Refund Schedule and Cancel/Add Approval Requirements**

Term	Refund	Calendar Days		REQUIRED TO CANCEL		REQUIRED TO ADD	
		Start	End	Web Self-Registration	In-person Registration	Web Self-Registration	In-person Registration
Spring Semester 11-Jan 3-May	100%	--	15-Jan	No approval required	Adviser	No approval required	Adviser
	75%	16-Jan	25-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	26-Jan	1-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	2-Feb	8-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	9-Feb	29-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	30-Mar	3-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st half term 11-Jan 3-Mar	100%	--	13-Jan	No approval required	Adviser	No approval required	Adviser
	75%	14-Jan	15-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	16-Jan	21-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	22-Jan	25-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	26-Jan	16-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	17-Feb	3-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
2nd half term 4-Mar 3-May	100%	--	8-Mar	No approval required	Adviser	No approval required	Adviser
	75%	9-Mar	10-Mar	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	11-Mar	22-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	23-Mar	24-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	25-Mar	14-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	15-Apr	3-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st 10-weeks 11-Jan 26-Mar	100%	--	14-Jan	No approval required	Adviser	No approval required	Adviser
	75%	15-Jan	20-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	21-Jan	25-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	26-Jan	29-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	30-Jan	26-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	27-Feb	26-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
1st 5-weeks 11-Jan 12-Feb	100%	--	12-Jan	No approval required	Adviser	No approval required	Adviser
	75%	13-Jan	14-Jan	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	15-Jan	15-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	16-Jan	20-Jan	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	21-Jan	2-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	3-Feb	12-Feb	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
2nd 5-weeks 16-Feb 26-Mar	100%	--	17-Feb	No approval required	Adviser	No approval required	Adviser
	75%	18-Feb	19-Feb	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	20-Feb	22-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	23-Feb	24-Feb	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	25-Feb	10-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	11-Mar	26-Mar	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
3rd 5-weeks 29-Mar 3-May	100%	--	30-Mar	No approval required	Adviser	No approval required	Adviser
	75%	31-Mar	1-Apr	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	2-Apr	5-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	6-Apr	7-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	8-Apr	20-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	21-Apr	3-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
Last 10-weeks 16-Feb 3-May	100%	--	19-Feb	No approval required	Adviser	No approval required	Adviser
	75%	20-Feb	24-Feb	No approval required	Adviser	Adviser and Instructor	Adviser and Instructor
	50%	25-Feb	1-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	25%	2-Mar	5-Mar	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	6-Mar	9-Apr	No approval required	Adviser	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P
	0%	10-Apr	3-May	*Not permitted (see below)	*Not permitted (see below)	Adviser, Instructor, and AS&P	Adviser, Instructor, and AS&P

*Canceling courses is not normally permitted. Exceptions require that a petition be filed documenting unusual circumstances. Petitions are approved or denied by the Academic Standards & Policy Committee.