

## Tuition Credit Policy

The Student Financial Services office strictly adheres to all published deadlines listed below. The dates are based on the published first day of classes, regardless of the day of an individual class meeting.

Not attending classes or simply notifying the instructor that you plan to withdraw from a class does not constitute official withdrawal from a course. All applicable fees will be assessed.

### Regular Academic Term – Undergraduate and Graduate (Fall/Spring)

Week/Day	Percentage
First Week	100 Percent
Second Week	80 Percent
Third Week	60 Percent
Fourth Week	40 Percent
Fifth Week	20 Percent
After Fifth Week	No Refund

### Intensive Classes – Undergraduate and Graduate (January, May, June, HFID California, On-line Intensives)

Week/Day	Percentage
First Day of Class	80 Percent
After First Day	No Refund

### Three-week Winter Session Intensive Classes – Undergraduate

Week/Day	Percentage
First Five Days of Class (Monday thru Friday)	80 Percent
Next Seven Days (Saturday thru Friday)	60 Percent
After Second week	No Refund

### On-line Graduate courses (Not including On-line Intensives)

Week/Day	Percentage
First Week	80 Percent
Second Week	40 Percent
After Second Week	No Refund

(See page 2 for Summer)

**Summer Classes:**

Undergraduate summer – 6-week term

Week/Day	Percentage
First two days	100 Percent
Remainder of First week (day 3-6)	80 Percent
Second week	40 Percent
After second week	No Refund

Graduate summer – 10-week term

Week/Day	Percentage
First two days	100 Percent
Remainder of First week (day 3-6)	80 Percent
Second week	40 Percent
After second week	No Refund

**Tuition Insurance:**

Bentley University also offers families the option to purchase a Tuition insurance plan from GradGuard to supplement our refund policy if a student needs to withdraw due to illness, injury, mental health issues, unforeseen loss of life, or other reasons.

The plan supplements the university refund schedule and provides up to 100% coverage throughout the entire term. If you withdraw from classes due to illness, injury, mental health issues, unforeseen loss of life or any other eligible reason, the plan will ensure you receive up to 100% of your insured tuition, room and board, and some fees.

Learn more at <https://gradguard.com/tuition> or call [877-794-6603](tel:877-794-6603).