

## REIMBURSEMENT POLICY FOR DROPPING COURSES

1. If the student is registered as a full-time student (12-17 credit hours) and after dropping courses the student remains a full-time student, the tuition rate for the semester remains the same, and there is no refund.
2. If the student is taking an overload (over 17 credit hours) and drops or withdraws from the overload courses, the following refunds will apply for the overload credits:

Prior to the start of classes	100%
Dropping classes in the add/drop period (first week of classes)	100%
During the second week of classes	90%
During the third week of classes	70%
During the fourth week of classes	60%
During the fifth week of classes	50%
During the sixth week of classes	50%
During the seventh week of classes	25%
During the eighth week of classes	25%
During the ninth week – last week of classes	No refund

3. If the student is registered as a part-time student (3-11 credit hours) the same refunds apply as in the table above, providing that the student is registered for a minimum of 3 credits during the semester.
4. If the student drops all classes, or withdraws from all classes and ceases to be a student at RIT Croatia for that semester, the following refunds will apply:
  - a. Dropping all classes in the add/drop period – 100% refund
  - b. All other refunds apply as in the table above.
5. If the student is registered as a full-time student (12-17 credit hours) and drops courses to become part-time status (3-11 credits hours), within the add/drop period, the refund is made based on the tuition calculation difference.
6. If the student is registered as a full-time student (12-17 credit hours) and withdraws from courses to become part-time student (3-11 credits hours), after the add/drop period, the refund will be based on the tuition calculation difference and the percentages indicated in the table above.
7. **ATTENTION:** All courses that have either been dropped or withdrawn during the academic year will have to be retaken or replaced with the equivalent course in order to fulfill graduation requirements. These courses will be charged based on the following calculation: total annual tuition divided by 24 credits and multiplied by number of credits

\* 100% refund does not include the 400 EUR deposit

**NOTE:** Non-attendance does not constitute an official withdrawal; official withdrawal (completion and approval of the add/drop form or completion and approval of the withdrawal form) from courses is required even if the student is not eligible for a tuition refund. For details and withdrawal forms please contact Academic Services Office.