



Refund Policy

Students dropping or withdrawing from classes or from the College must complete the appropriate Drop/Withdrawal form available at <http://www.urbancollege.edu/Data/Sites/1/documents/forms/withdrawal-form-2.0.pdf>

- Lack of attendance or course abandonment does not constitute a drop or withdrawal; you will be responsible for the charge(s).
- Failure to officially drop or withdraw results Courses dropped after the fourth class meeting will result in a “W” (withdrawal) on a student’s transcript and the student may be responsible for some or all tuition.
- Refunds are only issued to students who drop courses by the posted schedule add/drop deadline.

For students receiving financial aid, withdrawals may result in adjustments to your financial aid and or adjustments to your student financial account that could result in additional charges and a balance due to the College, please contact the Financial Aid office at 617-449-7428 for more information.

For a detailed policy, please refer to <http://www.urbancollege.edu/Data/Sites/1/documents/ucb-withdrawal-policy.pdf>

NO refunds are issued after the specified drop period.

How are refunds processed at UCB?

Refunds are processed differently depending on how the payment was made, all disbursements are made from the Business Office (617-449-7430), Room 5 at the Main Campus.

- Credit/Debit Refunds
 - If your bill was paid with a credit or debit card, the card used in the original payment will be credited. To request a refund after you drop your class, please contact the Business Office at 617-449-7430. Please allow 7 to 10 business days for processing.
- Check/Cash Refunds
 - If your bill was paid with cash or check, the Business Office will issue a check made out to you directly. To request a refund after you drop your class, please contact the Business Office at 617-449-7430. Please allow 10 to 15 business days for processing.
- Scholarship or Third Party Refunds
 - If your bill was paid by a scholarship or a third party payer, the refund will be credited back to the original payer, unless the payer provided other instructions.

Federal Financial Aid refunds

Federal Financial aid refunds are issued fourteen (14) days after the funds are disbursed.

Federal Financial aid refunds are disbursed by the Business office.

Removing Tuition Charges

Charges are applied to your student account when you register for classes.

All charges associated with the classes will be removed if you drop the classes by the add/drop deadline.