



The Cooper Union: Student Financial Services

TUITION AND FEES LIABILITY AND REFUND POLICY

PURPOSE

To provide guidelines regarding a student's tuition and fees liability at The Cooper Union for the Advancement of Science and Art ("The Cooper Union"), and to establish the circumstances under which students may be eligible for tuition and fee refunds.

STATEMENT OF POLICY

By registering for courses at The Cooper Union, a student enters into a legally binding agreement to pay all tuition and fees associated with enrollment, including any non-refundable fees. Refunds of tuition and fees are determined by the date a student officially drops courses or withdraws from the institution, in accordance with the published academic calendar and institutional deadlines.

To be eligible for a refund of tuition and applicable fees, students must officially drop or withdraw from courses by the refund deadlines established for each semester. Academic sessions with start or end dates that differ from the standard academic calendar may have separate refund schedules applicable to those sessions.

Tuition liability is the amount a student owes The Cooper Union for tuition, fees, and other applicable institutional charges based upon the student's enrollment and participation status. Tuition liability is determined by the official withdrawal date recorded by the Office of the Registrar.

The following criteria apply to tuition liability:

- **Zero liability** results when a student officially drops or withdraws from courses prior to the first day of the semester. During this period, tuition and applicable refundable fees will be removed from the student's account.
- **Partial liability** results when a student officially withdraws after the start of the add/drop period. Tuition charges will be prorated according to the published tuition liability schedule, and eligible refunds will be processed accordingly.
- **One hundred percent (100%) liability** results when a student withdraws after the third week of the semester and after the refund deadline established by the institution. At this

point, the student remains fully responsible for all tuition and applicable fees, and no refund will be issued.

Students are responsible for understanding and complying with all official withdrawal procedures. Non-attendance, non-payment, or verbal notification to faculty or staff does not constitute an official withdrawal from courses or from the institution.

The calculation of tuition and fee liability is based solely on the student's [official withdrawal](#) or course drop date as processed by the Office of the Registrar.

NON-REFUNDABLE FEES

Certain institutional fees are non-refundable after the applicable deadline, including but not limited to:

- Student registration fee
- Late payment fees
- Returned payment fees
- Late registration fees
- International student fees
- Graduation fees

Student health insurance charges may not be refundable once coverage has been utilized or a claim has been filed on behalf of the student.

TUITION LIABILITY SCHEDULES

The Cooper Union publishes tuition liability schedules each academic term. These schedules are applied consistently and are based on the official withdrawal date established by the institution.

Traditional Fall and Spring Terms

Withdrawal Period	Tuition Liability
Any time before start of the semester	0%
Week 1	25%
Week 2	50%
Week 3	75%

Withdrawal Period	Tuition Liability
Week 4 and beyond	100%

FINANCIAL AID RECALCULATION

Students receiving federal, state, or institutional financial aid who withdraw from courses may have their financial aid eligibility recalculated in accordance with federal Return of Title IV (R2T4) regulations and institutional policies.

Financial aid adjustments may result in balances owed to The Cooper Union or repayment obligations to federal or state aid programs.

The percentage of earned federal aid is calculated as follows:

$$\text{Earned Aid Percentage} = \frac{\text{Number of Days Completed}}{\text{Total Number of Days in Payment Period}} \times 100$$

Students are encouraged to consult with the Office of Student Financial Services before withdrawing from courses.

ROOM, BOARD, AND HOUSING CHARGES

Housing-related charges must be canceled through the appropriate residential life or housing office. Liability for housing charges may be prorated based on occupancy dates and the institution's housing agreement.

APPEALS

Students requesting a review of tuition or fee liability due to extraordinary circumstances must submit a written appeal and all supporting documentation to the appropriate institutional office. Approval of appeals is not guaranteed and will be evaluated on a case-by-case basis in accordance with institutional policy.

RELATED OFFICES

Questions regarding tuition liability, refunds, or withdrawal procedures should be directed to:

- Office of Student Accounts
- Office of Student Financial Services
- Office of the Registrar

Additional information regarding tuition and fees is available through [The Cooper Union Student Accounts Office](#).

Student Name

Date

Student Signature