

Refund Policy

Please note the refund policy/procedure in the University's Catalog. When you register for a class, you agree to pay for it whether or not you attend. If the University cancels a class, you will get a full refund of any charges made or of any payment received.

When a credit is created by your financial aid, you will get a PDF advising you of your choice of response. All e-mail is routed through your Corban e-mail account. You may either request a check to your home or campus box; leave the money on your account; or you may request that the excess be returned to your loan provider. We ask for a return e-mail both as a reminder and as documentation. Refund checks are not issued for amounts under \$50.00. You may stop by the Business Office for a cash refund.

To receive a refund for an individual class it must be dropped by the published close of registration. A refund will be processed if you have no outstanding account balance. If you are taking classes in Graduate Programs, Corban Accelerated Online (CAO) and Adult Degree Programs, you will need to consult your program bulletin for refund dates (typically one week after the start of the semester).

Refund Checks

Due to the increase in activity during the registration period, and the multiple changes in schedules, undergrad checks will not be written until the week following the published close of registration and thereafter. Checks are written on Tuesdays and Thursdays. If you request (remember, it is when this office receives the request between 8 a.m. and 4 p.m.) a check on Tuesday, it will be written and sent to you the following Thursday. If you request a check on Thursday, it will be written and sent to you the following Tuesday. The saying, "Lack of planning on your part, does not constitute an emergency on our part", is never more true — please plan carefully.

This office will cash refund checks (or other checks) up to and including \$50.00.