

Tuition refund policy

Students who withdraw from classes may be entitled to a refund of a portion of tuition according to the policy and refund schedule described below. Only tuition may be refunded; all fees will be due as charged regardless of when refund requests are submitted. In order to obtain a refund, students must officially withdraw from classes through the Registration and Student Records Office. Students must officially withdraw from a class or classes for which they seek a refund; the Institute does not automatically withdraw students from classes even if a student fails to attend the class. Refunds will be calculated based on the date the required paperwork was submitted to the Registration and Student Records Office, not on the last day of class attended. Therefore, it is imperative that students see the Registration and Student Records Office immediately upon dropping a class, dropping the program, or changing programs. Meeting with your advisor does not constitute meeting with the Registration and Student Records Office. Refunds will be calculated according to the following schedule:

Effective Date of Withdrawal	Percentage of Refund
End of add/drop period	100%
Second week of term	75%
Third week of term	50%
Fourth week of term	25%
Fifth week of term or later	0%

If a student withdraws and is on a payment plan, the balance of the tuition becomes due immediately. The Institute will not grant a refund if a student withdraws or is forced to withdraw from a course for disciplinary reasons, including violation of the Institute's academic dishonesty policy.

Release of financial information

It is Erikson Institute's policy not to release any financial information to any third party. If you would like a third party to have access to your financial information, please provide the Financial Analyst with written permission. Your written permission must clearly designate each third party to whom you wish to permit release of your financial information. The Institute will honor your written permission for the remainder of the academic year in which you submit the request. If you wish to grant permission for access to your financial information for a subsequent academic year, you must submit an additional written request for the subsequent year. You may withdraw permission at any time by submitting a request for withdrawal in writing to the Financial Analyst, who will make every effort revoke the permission as soon as possible but may require until the end of the academic year to do so.