



## REFUND POLICIES

**The \$150 Administration Fee is NON-REFUNDABLE.**

**ATI COURSES ARE NOT REFUNDABLE AFTER THE FIRST DAY OF EACH SESSION.**

**FOR A CLASS IN SESSION 13, YOU HAVE UNTIL 4:00 PM ON JUNE 1<sup>ST</sup> TO DROP THE CLASS AND RECEIVE A REFUND.**

**FOR A CLASS IN SESSION 23, YOU HAVE UNTIL 4:00 PM ON JUNE 21<sup>ST</sup> TO DROP THE CLASS AND RECEIVE A REFUND.**

**FOR A CLASS IN SESSION 33, YOU HAVE UNTIL 4:00 PM ON JULY 12<sup>TH</sup> TO DROP THE CLASS AND RECEIVE A REFUND.**

## DROP DEADLINES

**FAILURE TO ATTEND CLASSES DOES NOT CONSTITUTE A WITHDRAWAL, YOU MUST GO TO THE REGISTRAR AND DROP THE CLASS OR YOU WILL RECEIVE AN “F” IN THE CLASS.**

**SESSION 13 – JUNE 4<sup>th</sup> - LAST DAY TO DROP WITH A “W.”**

**SESSION 23 – JUNE 25<sup>th</sup> - LAST DAY TO DROP WITH A “W.”**

**SESSION 33 – JULY 16<sup>TH</sup> - LAST DAY TO DROP WITH A “W.”**

## ATTENDANCE POLICY

**ATTENDANCE IS MANDATORY.**

**AFTER ONE ABSENCE, YOUR COURSE GRADE WILL BE REDUCED BY ONE LETTER GRADE.**

**TO RECEIVE TUITION REIMBURSEMENT FROM THE ARCHDIOCESE, YOU MUST RECEIVE A “C” OR HIGHER.**