

Drop & Tuition Refund Policy Changes **(Effective Summer, 2019)**

Webster University has announced a change of policy with regard to the timing of student enrollment effective with the Summer, 2019 term. What does this mean for you? There are three items of importance.

First, all students will no longer have two weeks in which to drop classes. This change will allow you to quickly settle your class enrollment so you can focus on teaching the class. In addition, this change in policy will lead to better State and Federal compliance along with enrollment verification.

Second, also effective with the Summer, 2019 term, you will be asked to confirm your class attendance through a quick survey via our Student Success Portal powered by Starfish. You will be sent an email with a link that will give you specific instructions on how to fulfill this required activity at the start of your class. The survey takes less than a minute as you only need to report students who are not in attendance.

Third, due to the drop policy change, the tuition refund policy has been adjusted to depend on the drop or withdrawal date. While this process is not something you would normally discuss with your student, it is valuable to understand the potential financial impact a student may face when discussing potential drops or withdrawals.

The new schedule is:

	Date	16-Week Class	8 or 9-Week Class
Drop:	Week 1	100%	100%
Withdrawal:	Week 2	75%	75%
	Week 3	50%	50%
	Week 4	25%	25%

Both changes will be reflected in the 2019-2020 Undergraduate and Graduate Catalogs which will have a soft publication on April 1, 2019 followed by the official publication date of June 1, 2019. Communications will be ongoing to alert all community members to this new policy. If you should have any questions, please consult with your campus director and/or department chair.