

GCU Withdrawal Policy

WITHDRAWAL AND REFUND POLICY

Should you ever need to withdraw from a class or request a refund, please contact your dual enrollment counselor immediately. Do not contact your professor or high school teacher; all requests of this nature must be sent to your counselor directly. Please see below for the policies regarding either action. These same policies were notated on the Parental Authorization form that you and your parent filled out previously. Please note that these policies are non-negotiable.

- **Refund Policy:**

1. If it's still within the first week of class and you have not posted within the online classroom: 100% tuition refund.
2. If it's still within the first week of class and you have posted within the online classroom: 75% tuition refund.
3. If it's past the first week of class and you have posted within the online classroom: 0% refund.
4. The eBook fee is non-refundable unless you have not posted in your online classroom at all.

- **Withdrawal Policy:**

1. If it's within the first 5 weeks of class: Students receive a "W" grade for withdrawal marked on the official transcript, and their GPA will not be affected.
2. If it's after the first 5 weeks of class: The student cannot drop; an A-F grade will be awarded.