

Curry Off-Grounds Swap, Drop, Withdrawal, and Refund Policy

For information or assistance, please contact:

curryoffgrounds@virginia.edu

Course Registration:

Your registration for a course commits you to paying of the charges associated with enrollment (tuition and fees). You will not be automatically dropped from a course due to a lack of attendance/participation. If you do not drop a course and do not attend/participate, you will be responsible for all applicable tuition and fees and will receive a failing grade in the course. Any charges that remain unpaid after one year will be sent to a collections agency. If you enroll in the course and decide to drop, you will be charged according to the refund schedule below.

Course Swap:

If neither course has started, you may be able to swap a course in the SIS system. Log into SIS, go to Self-Service, then Select "Swap a Course". Enter the course you wish to swap out of and the course you wish to swap into. Please have the 5-digit course number available. If you have a hold on your account, this may not be possible.

Course Drop/Withdrawal Request Form:

Students should attempt to drop classes themselves in the Student Information System at <http://virginia.edu/sis>. If they are unable to self-drop, they should complete the drop/withdrawal request form located at <http://curry.virginia.edu/forms/coursewithdrawal>.

Refund Policy:

Refunds are determined and processed in accordance with the following policies and schedules:

- Tuition and fees are refunded according to the applicable schedules listed below
- Fees charged by the processor of credit card transactions, currently Nelnet, are not University fees and are not refundable.
- If payment is made by check, there is a 10-day waiting period after the check is posted before a refund can be processed.
- In the event that Curry issues a refund in error, it reserves the right to reclaim such funds.
- Refunds are computed based on the date and time requests are received by the Curry School.

Refund schedule for in-person classes

Drop & Withdraw Timeframe	% of Refund	% Charged	Grade
Before a class begins	100%	0%	No grade recorded
After first class but before second class	80%	20%	W
After second class	0%	100%	W

Refund schedule for web-based (online) and classroom/Internet (hybrid or blended) classes

Drop & Withdraw Timeframe	% of Refund	% Charged	Grade
Before a class begins	100%	0%	No grade recorded
No more than 7 days after the published start of the class	80%	20%	W
8 or more days after the published start of the class	0%	100%	W