REFUND SCHEDULE FOR AAP CLASSES

Online and on-ground courses:

Prior to 8 days before the start of the semester – dropped at 100%
Eight days before the first class and prior to the 2\textsuperscript{nd} week of class – dropped at 90%
Second week of class and prior to the 3\textsuperscript{rd} week of class – dropped at 75%
Third week of class and prior to the 4\textsuperscript{th} week of class – dropped at 50%

\textbf{Beginning the fourth week of classes, courses will be withdrawn ("W" appears on transcript)}

Fourth week of class, prior to the 6\textsuperscript{th} week of classes – withdrawn at 25%
Beginning the 6\textsuperscript{th} week of class – withdrawn with no refund

\textbf{NOTE}: Beginning the first day of any course you must have the approval of your advisor to add that course.
Forward these approvals with your Add/Drop form to \texttt{aapregistration@jhu.edu}

\textit{The last day to audit/withdraw from a 13 & 14-week spring ’16 courses is April 4, 2016.}

\textit{Please contact the Registration office if you have questions regarding the drop/withdraw/audit deadlines, including deadlines for intersession courses.}

\textbf{Refund Policy}: Refunds are made in accordance with the schedule listed above and are updated each term.

\textbf{What does a W mean?} Students who drop a course receiving a 25\% refund or less will have a "W" placed on their official transcript, indicating withdrawal from a course.

\textbf{How do I drop a course?}
Students may drop classes online via \texttt{ISIS>Registration>Add/Drop Classes} during the regular registration period. During late registration ISIS is closed and students must use the online add/drop form: \texttt{http://advanced.jhu.edu/current-students/forms/online-adddrop-form/}.
* Telephone and email withdrawals are not accepted.
* Instructors or advisors never authorize or process withdrawals.
* Refunds are not granted to students suspended or dismissed for disciplinary reasons.
* If a course is canceled by the school, the tuition is refunded in full.

\textbf{Exception to the Refund Policy}
In the case of rare or exceptional personal medical emergencies or military requirements, a student may request to appeal the standard AAP refund schedule/policy. This is provided that the request is made during the same semester in which the course is taken and that the circumstances can be documented. Maximum refunds under such circumstances will be equal to one refund level higher than the student received, unless otherwise specified. All petitions including supporting documentation can be submitted by mail to AAP Registration, 1717 Massachusetts Ave. NW, Suite 101, Washington, DC 20036, via fax to (202)452-1970, or emailed to \texttt{aapregistration@jhu.edu}. 