



**SUMMIT COLLEGE
FACT SHEET**

REGISTRATION:

Students must be formally registered and payment arrangements must be made by **Friday, September 4, 2009**. Late registration after this date will not be permitted. Special circumstances will be reviewed by a faculty member and the Dean's Office.

FINAL WITHDRAWAL DATES FOR FALL 2009

Drop:	
Last day to drop without "WD" appearing on student's academic record.	September 7
Withdraw:	
Adviser's signature required	September 8 - October 16
Adviser's and instructor's signatures required	October 19 - November 13
Last day to withdraw from classes	November 13
NOTE: FOR IRREGULAR OR HALF SEMESTER CLASSES SEE COURSE SYLLABUS OR INSTRUCTOR FOR WITHDRAWAL DATES.	

REFUNDS FOR FALL SEMESTER 2009

Refund percentages for courses that are for the regular terms (15-week, 10-week, 8-week, and 5-week patterns) are listed below.

Important Note: Days are measured in actual days, **NOT** business days. All refund calculations are determined by class length percentage, not by class meetings attended or class meetings percentage. Class length is defined as the number of days between and including the beginning and ending dates of any given term/session (including weekend days and holidays)

5-week Courses (34 days)	8-week Courses (55 days)	10-week Courses (69 days)	15-week Courses (111 days)
Before course begins to day 2 - 100%	Before course begins to day 3 - 100%	Before course begins to day 4 - 100%	Before course begins to day 7 - 100%
Day 3 - 4 70%	Day 4 - 7 70%	Day 5 - 9 70%	Day 8 - 14 70%
Day 5 - 6 50%	Day 8 - 11 50%	Day 10 - 13 50%	Day 15 - 21 50%
Day 7 - 9 30%	Day 12 - 14 30%	Day 14 - 18 30%	Day 22 - 28 30%
Day 10 - 11 20%	Day 15 - 18 20%	Day 19 - 23 20%	Day 29 - 35 20%
Day 12 or after 0%	Day 19 or after 0%	Day 24 or after 0%	Day 36 or after 0%

GRADUATION TERM	APPLICATION DEADLINE
Spring 2010	September 15, 2009
Summer 2010	February 15, 2010
Fall 2010	May 15, 2010

Application Forms for graduation are available in the office of Advising Services in Polsky 301. Applications are processed in the Cashier's Office – Simmons Hall. **Late Applicants will be assessed a \$100 late fee and must present a memo of late permission from their academic dean.**